

Guidance Notes for Applicant

ISA registration and CRB Disclosures



Getting started:

This form can be used to apply for:

- ISA registration (subject to phasing)
- ISA registration with CRB Enhanced Disclosure (subject to phasing)
- CRB Disclosure (Enhanced)
- CRB Disclosure (Standard)

If you are unsure which type of application you require check with the person asking you to complete the form before you start. Ensure you are entitled to ISA registration using the phasing table below. Applications made too soon will be rejected by CRB.

From	ISA registration phasing
26 July 2010	Any new starter to regulated activity MAY register
1 November 2010	Any new starter to regulated activity MUST register
April 2011-2015	Anyone already in regulated activity before 1 November 2010 MAY register (subject to phasing)
25 July 2015	Everyone in regulated activity MUST be ISA-registered

Regulated activity can include, but is not limited to contact with children or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, treatment or transport) ... or is in a specified place (e.g. schools, registered childcare settings, children's homes, etc) ... frequently or intensively. Please refer to www.tmgcrb.co.uk for further information.

- Read the instructions on the front of the Application Form. **Important note:** To speed up processing, TMG CRB request that you please **complete x60 – 62 on the back page** in addition to the information requested on the front of the Application Form
- If you answer YES to a mandatory question (marked in yellow box) you **MUST** complete the further sections as detailed
- An interactive step-by-step guide is available at www.crbguide.co.uk. The following instructions provide assistance on the more complicated aspects of the form.

ISA registration Only
Complete sections
a, b, c, d, e and x62

ISA & Enhanced Disclosure
Complete sections
a, b, c, d, e and x60-62

CRB Disclosure Only
Complete sections
a, b, c and e and x60-62

a applicant's details

This section requires you, the applicant, to record your full name, gender, date and place of birth and other information relating to your personal documentation.

You will be asked to provide original documentation to confirm many of the details in this section. If you answer YES to questions 20, 22 or 24 you MUST provide the relevant ID documents to confirm this.

b current address

You are required to provide original ID to verify your current address.

c other addresses

If your address history is not straightforward; perhaps you are a student or frequent traveller, this can be detailed on a continuation sheet or contact TMG CRB for further information.

If you have travelled abroad with no fixed abode, you must provide each country in which you stayed and the entry and exit dates. In this case, the country and dates boxes are the only mandatory fields.

d apply for registration with ISA

This section is for applicants that require registration with the ISA because they intend to work in either a paid or unpaid capacity with children or vulnerable adults in Regulated or Controlled Activity.

You are required to cross the box to indicate if you wish to work with children, vulnerable adults, or both.

If you are currently working or intend to work with children, but intend to work with vulnerable adults in the future, or vice versa, you may cross both boxes (if you do not cross both boxes and require ISA registration for an additional workforce at a later date, a new application and further payment will be required.)

e declaration by the applicant

Complete and sign this section.

w evidence of identity

Do NOT write in this section.

x Apply for a CRB check x60-x62 only

If you are applying for ISA registration only, complete x62.

If you are applying for a CRB Disclosure please complete x60, x61 and x62.

All other questions within Sections w, x, y and z are for **Registered Body use only**.

The screenshot shows a section of a form titled 'x apply for a CRB check' with the CRB logo and 'Criminal Records Bureau' text. It contains the following fields:

- Question 60: 'is the applicant applying for a CRB check?' with 'no' and 'yes' options. The 'yes' option is selected with an 'X'. A note says: 'if 'yes' you must complete x61 - x68 as appropriate, if 'no' go to section y'.
- Question 61: 'position applied for' with a grid of boxes containing the text 'SPORTS COACH'.
- Question 62: 'organisation name' with a grid of boxes containing the text 'ATHLETIC SPORTING CLUB'.

Applicant's checklist

Refer to the applicant's checklist on the front of the form.

If you have used a continuation sheet include your name and date of birth so that we can match it to your form.

Proving your identity:

In order to progress with your application, you must provide sufficient ID to validate your application.

The CRB has produced guidance on the type and range of ID documents that must be used by the approved ID evidence checker to validate the identity of the applicant. For the full range of ID documents go to www.crb.homeoffice.gov.uk/id

A minimum of **three** documents **must** be witnessed. Photocopies are **not** acceptable.

- At least one document must confirm your **current name**, as recorded at **a1-a3**
- At least one document must confirm your **date of birth**, as recorded at **a14**
- At least one document must confirm your **current address**, as recorded at **b32-b36**
- If you have an NI number, you must provide documentation to confirm the number, as recorded at **a21**
- If you hold a valid UK Driving Licence, you must provide the photocard and counterpart (unless old style paper licence) to confirm Driving Licence number, as recorded at **a23**
- If you have a valid passport, you must provide this to confirm the passport number, as recorded at **a25**

At least one document should be from Group 1. If you can only provide documents from the Group 2 list, **five** original documents must be supplied.

Group 1	
Valid Passport	National Identity Card - UK & EU
Driving Licence (UK) (Full or provisional) - England/Wales/Scotland/Northern Ireland/Isle of Man/Jersey; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence; except Jersey)	Birth Certificate (UK) issued within 12 months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
HM Forces ID Card (UK)	Firearms Licence (UK)
Adoption Certificate (UK)	

Group 2		
Issued within last 3 months	Issued within last 12 months	No time limit
Bank/Building Society Statement	TV Licence	Birth Certificate UK issued more than 12 months after date of birth or foreign birth certificate (official translation required) Vehicle Registration Document Marriage/Civil Partnership Certificate Exam Certificate, eg GCSE or NVQ NHS Card (UK) Connexions Card (UK) National Insurance Card (UK) Certificate of British Nationality (UK) One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK): Convention Travel Document (CTD) - Blue Stateless Person's Document (SPD) - Red Certificate of Identity (CID) - Brown Application Registration Card (ARC) Immigration Status Document (ISD).
Benefit Statement	Council Tax Statement (UK)	
Utility Bill	Insurance Certificate	
Letter from a Head Teacher	P45/P60 Statement (UK)	
Addressed Payslip	Financial Statement: pension endowment ISA mortgage	
Mail Order Catalogue Statement	Court Claim Form (UK)	
Document from Government Agency/Local Authority giving entitlement (UK): DWP or Employment Service Customs & Revenue Job Centre or Job Centre Plus Store Card Statement Credit Card Statement	Work Permit/Visa (UK)	
	CRB Disclosure Certificate	

Returning your Application Form:

You will have been advised by your organisation whether to return your application form direct to TMG CRB or via an approved ID evidence checker.

a Returning your Application Form direct to TMG CRB

If you are sending original ID documents **TMG CRB takes great care of all documentation but cannot be held liable for any loss in transit. We strongly recommend, therefore, that you send documentation by Royal Mail Special Delivery.**

To have your documentation returned by Special Delivery please enclose a pre-paid Special Delivery envelope, available to purchase from a Post Office. Failure to do so will mean your documents are returned by 2nd Class post.

Before sealing the envelope please check that you have included:

- Your completed form
- Your original identity documents - photocopies are **not** acceptable
- Any continuation sheets where appropriate
- Payment (please refer to accompanying letter for details)
- Pre-paid Special Delivery envelope

Send to TMG CRB using the self-adhesive label provided.

b Returning your Application Form to an approved ID evidence checker

Take your completed form and original ID to your approved ID evidence checker.

The approved ID evidence checker will check the form is completed correctly, validate your ID documents and complete an *Identification Document (ID) Form*. They will return your original ID documents to you and forward the completed Application Form and accompanying documentation to TMG CRB.

Payment:

Please refer to the covering letter or contact TMG CRB or the person who asked you to complete the form for further information.

CRB defines a volunteer as *a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.*

Payment may be required at a later date if an application is inappropriately submitted for a voluntary post. Cheques should be made payable to TMG CRB.

What happens next?

TMG CRB checks the form for accuracy, completes sections **x** and **y**, records the application details and forwards the application to CRB for further processing.

Where you have applied for ISA registration you will receive notification of your Registration Number by separate letter.

The CRB will issue two copies of the CRB Disclosure. One copy will be sent to you, a second copy is issued to TMG CRB; we will update our records and forward the Disclosure details to your organisation.

For further information visit www.crb.homeoffice.gov.uk or www.isa-gov.org.uk

Helpline:

Our helpline is open from 8.30am – 5.30pm, Monday to Friday. A 24-hour messaging service is available outside of these hours.

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