

## Barnsley Association of Community Partnerships

### CRB / ISA REGISTRATION APPLICATION FORM GUIDELINES

#### General Rules – Do's and Don'ts

**PLEASE NOTE THAT BECAUSE OF RECENT GOVERNMENT CHANGES YOU CANNOT APPLY FOR ISA REGISTRATION AT PRESENT**

What follows are some general rules that apply throughout the application form. Failure to follow them may result in the application form being returned for correct completion and delay the application – please ensure when checking the applicant's details that they, too, have followed them correctly.

**Organisations consistently completing forms inaccurately may be charged a £10 penalty.**

- Write clearly in CAPITAL LETTERS using black ink and place only one letter or number in each box.
- If any of the fields are not relevant to the application, please leave them blank. Do not strike through any of the sections or state that a field is 'not applicable' or 'N/A'.
- Do not write anything outside the boxes on any part of the form, including the front page.
- Don't place any stickers or stamps on the form, for example address labels.
- Do not use correction fluid.
- If you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it.
- If you make a mistake when writing in your or the applicant's details, put a line through the mistake and write the correct information alongside it in the next available text box to the right. If this doesn't leave you with enough space, then you must include it instead on the official continuation sheet.
- Continuation sheets can be downloaded from the CRB website at [www.crb.homeoffice.gov.uk/continuation](http://www.crb.homeoffice.gov.uk/continuation)
- Use them to record any information that is required but which will not fit in the boxes provided on the application form.
- Adhere to the same general rules when filling in the continuation sheet that are outlined here for completing the application form.
- Include the application form reference number (located on the front of the form) along with the name and date of birth of the applicant on the continuation sheet to ensure it can be matched up to the form.
- Do **not** attach anything to the form by any means. Continuation sheets should be placed inside the relevant form.

As a Registered Body, you must complete all the mandatory information – that is the fields marked in blue - in Sections **w** and **x** and all other fields that are relevant to the application.

If you answer 'yes' to any of the questions marked in blue, you must then go on to complete the rest of the details requested.

During your checks you must also complete the verification boxes in sections **a** and **b** of the form. Be careful when you are filling out your parts of the form and when carrying out checks of applicant details as any errors may delay the application or cause the form to be rejected.

## Sections a, b, c, d, e – Completion of form by applicant

Organisations should check that all the required fields have been completed by the applicant:

- All fields marked in **yellow** are mandatory for the applicant, ensure that ALL these sections are complete
- If at **a4** the applicant has answered yes, ensure that a5 – a13 has been completed where necessary (dates to and from should be written in mm/yyyy format)
- Where the applicant has answered 'yes' in **a20, a22, a24, a28 & a30** you must ensure that the related details are entered in the fields below
- Ensure that the applicant has provided a full 5 year address history in Sections **b** and, if required **c**. A continuation sheet should be completed if additional space is required.
- If the applicant is applying for ISA registration, ensure they have answered 'yes' in **d50** and have completed **d51, d52, d53 & d54**
- Ensure that Section **e** has been completed and that the applicant has signed and dated the form.

## Section w – Evidence of Identity

Section w of the form must be filled out in tandem with the verification boxes contained in sections **a** and **b**, all of which relate to the identity of the applicant.

The Registered Body's approved ID evidence checker must vigorously check the identity of the applicant from the list of approved documents. This is vital to the application process and the integrity of the checks carried out by the CRB, so please ensure extreme diligence throughout this process.

Only original documentation should be provided by the applicant, do not accept photocopies.

For more information about the range of documents that can be accepted as evidence of an applicant's identity, go to [www.crb.homeoffice.gov.uk/id](http://www.crb.homeoffice.gov.uk/id)

To assist you, or the person carrying out the ID checks on your behalf, there are a number of verification boxes in **section 'a'** of the form and a further verification box in **section 'b'**. These are labelled 'registered body use only'.

The person named in **w58** must place an X in the relevant verification boxes to indicate that they have seen an original ID document which matches exactly the information provided by the applicant, if the field relating to that document has been completed.

- **Applicants Name(s) (a1 – a3)** The first set of checks refers to the applicant's current name, including their title, surname and forenames.

If the details provided in **a1** to **a3** are different to the applicant's name at birth, ensure that you see the relevant documentation, for example, a marriage certificate or deed poll, which validates their name change. Documents in a previous name may be accepted but only where the applicant can provide documentation supporting a name change. Once the applicant's names have been verified place a cross in the relevant verification box.

- **Date of birth (a14):** The applicant must provide at least one document for you to be able to validate their date of birth. When checking this field, please ensure that it has been completed using the correct format – with the day followed by the month and then the year in full. Be particularly careful to check that the American format has not been used, as this would switch the day and the month around.
- **National Insurance Number (a20 - a21):** If the applicant has crossed the 'yes' box at **a20** to indicate that they have a national insurance number you should check that any documentary evidence provided which includes a national insurance number matches the number in **a21** and place a cross in the relevant verification box.
- **Driving Licence (a22 – a23):** If the applicant has indicated that they hold a valid UK driving licence by crossing the 'yes' box at **a22**, you must ensure the driving licence number on the original document matches the information the applicant has supplied on the form.

Remember, the photocard element of a UK driving licence is only valid with the paper counterpart – you must see both parts to be able to validate the applicant's identity. Ensure the photograph and the name on the licence match the applicant. Once you have verified these details, cross the relevant verification box.

- **Passport (a24):** If the applicant has crossed the 'yes' box at **a24** to indicate they hold a valid passport, you must ensure that the passport number supplied on the application form matches the number on the original passport.

Although the verification check box only refers to this field, please also check that the applicant has correctly filled in all the fields relating to their passport.

- **Current Address (Section b):** It is important that you check carefully the current address supplied. The county field is the only one that is not mandatory. All other fields must be completed or the application will be delayed.

If the applicant lives in the United Kingdom, please ensure they have written UNITED KINGDOM in **b36** and also supplied their postcode in **b35**.

Finally, check if the applicant has filled in the date field at **b37** with the month followed by the year in full to indicate the date they first started living at their current address. Once you have verified the current address details from the original versions of acceptable documentation, cross through the box in **section b**.

If the applicant has been at their current address for less than five years please ensure that they have completed a full five year address history in **Section c** including dates from and to. A continuation sheet should be used if further addresses need to be detailed.

## Section w

**[w58] Name of Evidence Checker:** Please enter the full name of the person who has seen the documents presented to support the identity of the applicant. This can be entered by the person who carried out the identity check.

**[w59]** Once all the identity checks have been completed, the person who carried them out must place an X in the relevant box to indicate whether they have established the applicant's true identity by examining original and valid versions of documents and completing the verification check boxes.

Every effort must be made to establish the applicant's true identity in line with the full list of acceptable ID documents, which is available from [www.crb.homeoffice.gov.uk/id](http://www.crb.homeoffice.gov.uk/id)

In the exceptional circumstances that you are unable to do so, you must provide a full explanation of why that is the case.

## Section x – apply for a CRB check

Section x of the application form relates to applications for a CRB check.

If the applicant requires both a CRB check and ISA-registration for the same post, they should apply using one form. If the CRB check and ISA-registration are for different posts, they must apply for each one on separate application forms. **PLEASE NOTE YOU CANNOT APPLY FOR ISA REGISTRATION AT PRESENT**

As the application form may be used to apply for ISA-registration only, the first question in this section **must** be completed to indicate whether or not a CRB check is required as part of the application.

**[x60] Apply for a CRB Check:** If a CRB check is not required, you must cross the 'no' box. As this indicates the form is being submitted to apply for ISA-registration only, please ensure the applicant has crossed the 'yes' box at **d50** and has indicated whether they intend to work with children or vulnerable adults, or both.

When a CRB check is not being applied for, no further details are required in section x. Once you have crossed the 'no' box at **x60**, simply move on to section y.

If, however, a CRB check is required then you must cross the 'yes' box and complete the remainder of the fields in this section as appropriate.

Refer to the CRB website [www.crb.homeoffice.gov.uk/eligibility](http://www.crb.homeoffice.gov.uk/eligibility) for the full list of categories for which a CRB check can be applied for.

**[x61] Position Applied For:** Enter the details of the position for which the CRB check is required.

**[x62] Organisation Name:** Enter the full name of the organisation for which the applicant will work.

**[x63] Level of CRB Check:** Place an X in the relevant box to indicate which level of CRB check is required. Please only select one option.

A Standard CRB check is not appropriate for those working with children or vulnerable adults as it does not provide a check of the ISA barred lists. If you place a cross against the 'standard' box at **x63** move on to **x67** and **x68** to complete this section. These fields are explained within this guide.

As ISA-registration relates to those working, or intending to work, with children or vulnerable adults in regulated or controlled activities, an application form that requests a Standard CRB check cannot be used to apply for ISA-registration.

Please ensure the applicant has crossed the 'no' box against **d50** and has left the remainder of section d blank. If ISA-registration is required in relation to a different post, a separate application form must be completed.

If the applicant is applying for work in a 'regulated activity' with children or vulnerable adults then an Enhanced CRB check can be applied for.

For more information about regulated activities go to [www.isa.gov.org.uk](http://www.isa.gov.org.uk)

If you have crossed the relevant X box to indicate that an Enhanced level of CRB check is being applied for, you must complete all the remaining fields in this section.

**[x64-65] Registered to work with Children or Vulnerable Adults:** These questions allow you to indicate if you require a check of the relevant ISA Barred lists as part of the Enhanced CRB check. They are also important to help the police determine the relevancy of the information they hold in relation to the position applied for.

A check of both the ISA Children's List and the Vulnerable Adults' List is not automatically included as part of the Enhanced CRB Check – which list is checked is dependent on the nature of the work the applicant will be undertaking. If the position involves working with both groups, then you should answer 'yes' to both questions. If you have not crossed the relevant box and the position involves working with either vulnerable group, the completed CRB check will not show information from the relevant ISA barred lists.

**[x66] Working at home address:** For some jobs, such as fostering, adoption and child minding, the work is carried out in the applicant's own home. Where this is the case, the police may conduct additional checks on the property and on other members of the household to ensure that there is no additional risk involved. Place a cross in the relevant box to indicate if the applicant will be working with children or vulnerable adults or both in the applicant's home address as listed in section b.

**[x67] Application Type:** Place a cross against **one** of the options at **x67** to indicate the reason why you are applying for the CRB check. This could be an application for:

- **a new post holder** – if the applicant is new to the position recorded in Section x.
- **an existing post holder** – if the applicant is already working in the position recorded in Section x, but has never been CRB checked
- **a re-check of an existing post holder** – if the applicant is already working in the position recorded in Section x, has been CRB checked for this position in the past and is being re-checked.

**[x68] Volunteer:** Cross the relevant box to indicate if the CRB check is for a **voluntary post** and should be issued free of charge.

A volunteer is defined as someone who: “performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than, or in addition to, close relatives.”

If the ‘yes’ box is marked in error and the post does not meet the CRB definition for a free of charge volunteer, the CRB may recover the application fee and the error could put your registration with the CRB at risk. BACP will also require you to complete a Volunteer Clarification Form to confirm the applicant receives no payment or benefit.

### **Section y – Statement by registered person (BACP only)**

Once all parts of sections w and x have been completed, BACP will complete the rest of section y, these should be left blank for BACP to countersign and add their specific countersignatory number.

**[y71] Payment:** Do not cross this section and make all payments to BACP. Please note applications will not be submitted until payment has been received.

#### **CRB CHARGES\***

ISA registration only £64

ISA registration with an Enhanced CRB check £64

Enhanced CRB check only £36

Standard CRB check £26

\* Plus £14 BACP administration fee

Volunteers Free

\* Plus £9 BACP administration fee

Please make Cheques payable to **Barnsley Association of Community Partnerships Ltd – Disclosures will not be processed prior to payment.**

**We also welcome payment by BACS – see copy of letter enclosed.**

**[z]:** Do not fill in section z – this is for CRB use only

Please do not delay in sending the application, including any continuation sheets, into BACP. A form will be rejected if the date against the registered person's signature is more than 90 days old when the application is received by the CRB.

Complete applications should be sent to: **Alison Ward, BACP, Mapplewell & Staincross Village Hall, Darton Lane, Mapplewell, Barnsley, S75 6AL**

## **Receiving Disclosures**

Once a correctly completed application and the required payment has been received by BACP the application will be forwarded to CRB. Forms will usually be processed by CRB within 3-4 weeks.

A copy of the Disclosure and/or ISA registration will be sent to the applicant and a copy of the Disclosure will be sent to BACP.

Organisations will be notified if there is any information on the Disclosure which they should be made aware of, although specific details may not be disclosed.

Organisations are advised to make arrangements with the applicant to see their copy of the Disclosure unless specific arrangements have been agreed with BACP (i.e. a signed consent form has been received). Disclosures will otherwise be securely stored by BACP and disposed of as required by the Code of Practice.

**Please note additional copies of CRB Disclosures cannot be obtained once completed if lost or mislaid for any reason.**