

BAB GUIDANCE NOTES FOR THE CRB VERIFIER
(ADAPTED FROM INFORMATION SUPPLIED BY TMG)

ENSURE THAT THE APPLICANT IS IN A ROLE THAT REQUIRES A CRB CHECK. IF IN DOUBT CONTACT THE BAB LEAD CPO

Briefing the applicant:

- Explain the reason for requiring a CRB check. A CRB check for those in a qualifying role is mandatory for everyone in the BAB – this requirement is defined in the BAB Child Protection Policy which can be downloaded or viewed on the BAB web site.
- Explain that other CRB checks from other sources cannot be used (re the risks of portability of CRB checks)
- Explain the need for accuracy when completing the form
- Explain the identification documentation requirement
- Give the applicant a copy of the GUIDANCE NOTES FOR APPLICANT along with a Disclosure application form
- Forms completed incorrectly will be returned for amendment

Checking the form for accuracy:

- The form must be completed in **black**
- The form must be completed in **CAPITAL letters**
- Forms with correction fluid cannot be processed. If used, a new form must be completed

Section A

Check that the applicant:

- Put a cross through the appropriate title
- Gave their current surname and **all** their forenames
- Gave their current address. Left a gap between words but not between the numbers and letters in their postcode
- Gave the date they moved into their current address

Section A should look similar to this:

A Applicant's details	
1	Title Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
2	Surname SMITH
3	Forename(s) ANDREW JOHN
4	Current address 45 THE HIGH STREET
5	
6	Town/City MANCHESTER
7	County LANCASHIRE
8/9	Postcode LAN123 At current address since 06 1992 (month and year)
10/11	Date of birth 14 03 1965 Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
12	National Insurance number N123AB34H

Section B

Check the applicant:

- Line 13, **position applied** for: wrote the correct job or position. This would usually be Junior Coach, Class Assistant, Class Helper, Club Welfare Officer etc

- Line 14, **organisation name**: wrote the correct organisation name. This should be your Association's name and NOT a dojo name. Unless you are performing a role for the BAB – please do NOT insert BAB as the organisation.
- Line 15, **organisation address**: wrote the correct organisation address. This is your Association's contact address.

Section B should look like this

B		Details of position for which Disclosure is being requested	
13	Position applied for	FA LICENSED AGENT	
14	Organisation name	THE FA	
Organisation address			
15	Address	25 SOHO SQUARE	
16			
17	Town/City	LONDON	
18	County		
19	Postcode	W1D4FA	

Section C

- Line 20: If Ms or Mrs, previous surnames must be given (with dates of use) or, if there has been no name change since birth, this must be clearly stated as **NO NAME CHANGE** on the form
- Lines 20 to 27 check completed if appropriate
- Line 28 and 29 must be completed (the place of birth as recorded on the birth certificate)
- Lines 30 and 32 must also be completed
- Lines 33 to 35: Phone numbers are required as we often need to contact people to clarify details

Section D

Mistakes are common here. Check:

- The applicant has included an address history for the **last five years**.
- There must be **no time gaps or overlaps**
- If they have moved more than twice you will need to list your other addresses on a continuation sheet. Either a copy of the additional address sheet or a blank sheet of paper can be used for this

Sections E F G

- **Please leave blank.** These sections are not required

Section H

- Check the applicant has **signed** and **dated** the form

Sections X

- Check Identification Documents (ID) as indicated below
- Line 15: if you witness two or more documents with the applicant's current address, put a cross in the box
- Line 16: write your name. TMG must have you listed as an authorised ID checker or the form will be returned.
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Sections Y Z

- **LEAVE BLANK**

How to check and record each ID – please note that all documents must be the originals – photocopies are not acceptable. Please do not keep copies of ID documents.

Passport

- These can be from any country
- Out of date passports are not valid
- Check the photograph is a true likeness to the applicant
- Enter the passport number, nationality, date of birth and date of issue in Section X. These details are found on the last page of British passports
- If someone has a passport from a different country and you are unsure how to proceed please contact the TMG CRB helpline for advice

Photocard driving licence

- **Only UK** driving licences are acceptable
- The licence is only acceptable if you witness both the paper and plastic sections of the document
- Check that the name and address on the licence tally with the details given in Section A
- Enter the driving licence number (number 5 on the photo card)
- Enter the date of birth (number 3 on the photo card)
- Enter the date from which the licence is valid (number 4a on the photo card)
- Cross the box to say you have seen a photo card driving licence
- Cross the box if the driving licence is from the UK

Paper driving licence

- **Only UK** driving licences are acceptable
- Enter driving licence number, date of birth and issue date details from the licence
- Driving licence number is a combination of letters and numbers eg CARTE551067J99KL
- Cross the box to say you have seen a paper licence
- Cross the box if the driving licence is from the UK

Birth certificates

- Hold the document up to the light. There should be a water mark visible
- Enter the date of birth, date of issue and country of birth if not the UK

Marriage certificate

- Check that the name is the same as the name given in Box A or tallies with a previous name in Box C
- Enter the date of marriage

P45/P60 number card

- Check that the name and address are the same as those in Box A
- Enter the National Insurance number in the box provided

Other documentation

- Check name and address details tally with those give by the applicant in Section A
- Check the document is within the specified age limit
- Enter the details on a copy of the *Additional ID Sheet*

Finally

- Return all ID documentation to the applicant

Form processing and payment:

- Send the form to TMG CRB using an address label from your pack (or to your Assn CPO if you are an additional verifier appointed by and working for the Assn CPO)
- Send the appropriate payment. Check with the BAB Lead CPO if you are unsure of the current price. Remember that anyone receiving payment for the role they are undertaking, and which requires the CRB check, MUST pay the full professional CRB check fee.
- **Cheques** should be made payable to **TMG CRB**

What happens next?

- TMG CRB will check the form for accuracy, complete section Y, enter the form details on our database and forward to the CRB unit at Liverpool
- The CRB will run the required checks
- On completion of the checks, the CRB will issue two copies of the Disclosure
- One copy will be sent to the applicant
- The other copy will be sent to TMG CRB
- We will record the Disclosure number and date of issue on our database
- We will then communicate the content of the Disclosure to the BAB Lead CPO. If there is any content on the Disclosure then the BAB's Case Management Group will consider this and make a recruitment decision in line with their Terms of Reference and operating procedures. The BAB Lead CPO will be happy to provide more information about this process if required.
- If the Disclosure is inaccurate, we will manage the 'dispute' process on your behalf

Please refer to *TMG CRB a guide to the CRB process* or www.crb.gov.uk for further information

Helpline

- Helpline 8.30am – 17.30 pm, Monday to Friday
- See details below
- Or contact your Association CPO
- Or contact the BAB Lead CPO

TMG CRB, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP
Helpline: 0115 969 4606
e-mail: crb@tmgcrb.co.uk
web: www.TMGCRB.co.uk

Requests for extra CRB application forms and related paperwork should be made to TMG and not to the BAB Lead CPO.