

DESIGNATED IDENTITY EVIDENCE CHECKER GUIDANCE

The role of the designated identity checker is to verify that the information given by the applicant on their Criminal Records Bureau (CRB) form is correct and that they have completed it in accordance with the instructions. The following general rules and instructions will help to guide you through checking the applicant's details and the verification process. Please note that any omissions or mistakes will result in the application form being returned for correct completion and this will delay the application.

GENERAL RULES FOR CRB APPLICATIONS

As the identity checker it is good practice to check the applicant has correctly filled in all the fields that apply to the applicant in sections A to E of the form so that any errors can be corrected at this point and unnecessary delays can be avoided at a later stage. (If you have any problems regarding this look at the guide for applicants which shows exactly how the applicant should have filled in the form).

- Check that the form has been completed clearly using **CAPITAL LETTERS** and **BLACK INK** with only one letter or number in each box. **All sections marked in YELLOW must be completed except A28 and D50.**
- Check that any sections not relevant to the application have been left blank. The applicant must not strike through any of the sections or state that a field is 'not applicable' or 'N/A'.
- Check that nothing is written outside of the boxes on any part of the form, including the front page.
- Check that there are no stickers or stamps on the form, such as address labels.
- Check that correction fluid has not been used anywhere on the form.
- If a mistake has been made when choosing one of the 'X' boxes it can be corrected by placing a cross in the correct box and then circling it.
- If a mistake has been made when writing in details, a line should be put through the mistake and the correct information should be written alongside it in the next available text box to the right. If there is not enough space, then it should be added on the official continuation sheet.
- Continuation sheets can be downloaded from the CRB website at www.crb.homeoffice.gov.uk/continuation.
- The continuation sheet should be used to record any information that is required but will not fit in the boxes provided on the application form. The same general rules should be applied when filling in the continuation sheet as set out for completing the application form.
- **There should not be anything attached to the form by any means. The continuation sheets should be placed inside the relevant form.**

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CHECKING THE IDENTITY OF THE APPLICANT

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

SECTION W

Once all the identity checks have been completed, the identity checker must place an X in the 'yes' box in section W59 AND mark an 'X' in the relevant boxes shown below- marked 'registered body use only'. This is to indicate whether you have established the applicant's true identity by examining original and valid versions of documents and completing the verification check boxes.

a applicant's details

1 | title | mr | mrs | miss | ms | other

2 | surname

3 | forename(s)

4 | have you ever been known by any other names? | no | yes | if 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14. Use a continuation sheet if necessary, available from www.crb.gov.uk.

5 | surname

6 | forename(s)

7 | dates from and to

8 | surname

9 | forename(s)

10 | dates from and to

11 | surname

12 | forename(s)

13 | dates from and to

14 | date of birth

15 | gender | male | female

16 | place of birth (town)

17 | place of birth (country)

18 | e-mail address

19 | contact telephone number

20 | do you have a national insurance number? | no | yes | if 'yes' you must complete a21, if 'no' go to a22

21 | national insurance number

22 | do you hold a valid UK driving licence? | no | yes | if 'yes' you must complete a23, if 'no' go to a24

23 | driving licence number

24 | do you hold a valid passport? | no | yes | if 'yes' you must complete a25, a26, and a27

25 | passport number

26 | passport issue date

27 | country of issue

28 | do you have an ISA (registration number)? | no | yes | if 'yes' you must complete a28, if 'no' go to a30

29 | ISA registration number

30 | do you have a Scottish vetting & barring number? | no | yes | if 'yes' you must complete a31, if 'no' go to section b

31 | Scottish vetting & barring number

registered body use only

a1-a3 verified

a4 verified

a21 verified

a23 verified

a25 verified

b current address Please give details of your current address. This is the address to which all correspondence will be sent.

32 | address

33 | town/city

34 | county

35 | UK postcode

36 | country

37 | at address since

registered body use only

current address verified?

c other addresses You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from www.crb.gov.uk. If not applicable, go to section d.

38 | address

39 | town/city

40 | county

41 | UK postcode

42 | country

43 | dates from and to

44 | address

45 | town/city

46 | county

47 | UK postcode

48 | country

49 | dates from and to

d apply for registration with ISA

50 | are you applying for registration with ISA? | no | yes | if 'yes' you must complete d51, d52, d53 and d54, as appropriate, if 'no' go to section e.

51 | are you working or intend to work, paid or unpaid? | children | vulnerable adults | cross all that apply

52 | are you working or do you intend to work, paid or unpaid, in a voluntary role? | children | vulnerable adults | cross all that apply

53 | are you applying for a voluntary position? | no | yes | By placing a cross in the yes box, I confirm that I understand that I may be liable for payment at a later date as a result of a change in my employment status.

54 | security information: are you applying for a position involving access to sensitive information? | no | yes | You may be asked to provide this, together with other personal information, when contacting the CRB or ISA for security reasons.

e declaration by the applicant

55 | have you been convicted of a criminal offence or received a caution, reprimand or warning? | no | yes | Applicant declaration (please sign within the box provided)

56 | declaration by the applicant

By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

57 | date of signature

SECTION X

Section 61 'Position Applied For' – only the first 30 characters of this field will be recognised (TOP LINE ONLY), therefore it is key that you complete this section within those first 30 characters.

Enter the details of the position for which the CRB check is required.

NOTE: 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".

Section 62 – Enter the full name of the organisation for which the application will work. If completing on behalf of:

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Centres - in cases where paid CRB checks have already been carried through the Centre, then the BCU CRB can be put through as voluntary which would need to be crossed on the form.

Section 63 – YOU MUST SELECT THE ENHANCED BOX. The BCU will only carry out enhanced applications so this needs to be crossed for this category.

Section 64 – 65 Registered to work with children/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.

Section 66 - Working at Home address

For some jobs, such as fostering, adoption and child minding, the work is carried out in the applicants own home. This is unlikely for canoeing posts. However, 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's home address as listed in section b.**

Section 67 – Place a 'cross' against one of the options to indicate the reason why you are applying for the CRB check.

- **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.

SECTION Y DO NOT COMPLETE THIS SECTION this will be completed by the BCU

Once all the above sections have been completed and checked and all the mandatory fields marked in yellow and blue have been completed the form should be sent either by the applicant or the Club / Centre Welfare Officer to:

British Canoe Union, 18 Market Place, Bingham, Nottingham, NG13 8AP for the attention of Helen Laywood and marked confidential.