



# Online CRB Disclosure Application System

## Applicant's Guidance on Completing an Online Criminal Records Bureau Disclosure (CRB)

### Introduction

Babcock International Support Services Ltd acts as an 'umbrella body' in processing CRB applications for the school/organisation that you will be working at. In order to process your CRB check you have been requested to use our online system. This system provides a more efficient, accurate and secure alternative to the completion of paper CRB forms, however, if you are unable to complete your CRB application online, please speak to your appointing school/organisation to discuss other alternatives.

**The following guide will help you to complete your online application. Please retain this information as you may need to refer to it later.**

**In order to complete an online application you will need to have version 7 or higher of Internet Explorer to be downloaded onto your computer. To check which version you have, click on 'Help' when in Internet Explorer and then click on 'About Internet Explorer'.**

All people requiring a disclosure must complete a disclosure application form and contact the school/establishment to arrange a meeting in person to confirm your identity.

This guidance tells you about:

- How to complete the online disclosure application
- What documents are required to check identity
- Who checks identity
- What happens next
- Data protection
- Further information

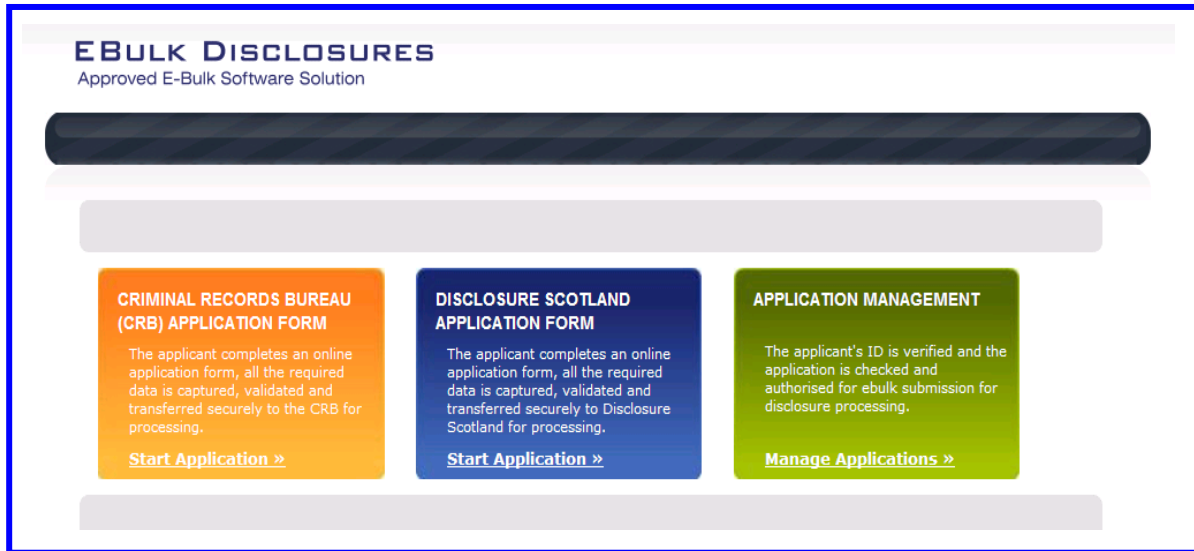
### How to complete the online disclosure application form

The school/organisation has requested that you apply for a CRB application using the unique reference number and password listed below:

- Log onto the internet and enter the following website address into your address bar:  
**<https://disclosure.capitarvs.co.uk/babcocksupportservices/>**
- School/organisation unique reference number: **9365214**
- Password: **tadworthps**

After you have accessed the online CRB application system using the above website address, move the cursor onto the **Start Application (Orange box – No 1)** and **click** to enter system.

The system will then require you to **Start New Application** – Please enter the Organisation Reference and Password (if you have been provided with one).



On entering the site, please confirm that you have read and understood the Statement of Fair Processing by placing a tick in the required box located at the bottom of the page.

Please now enter the following **Personal Details**:

- Title
- Forename
- Middle name (Middle names **MUST** be declared)
- Surname
- Date of birth (In the format DDMMYYYY)
- Gender (male/female)  
Transgender applicants should contact the CRB Transgender Line on 0151 676 1452 or email [crbsensitive@crb.gsi.gov.uk](mailto:crbsensitive@crb.gsi.gov.uk) for further advice.
- National Insurance Number (If you have one)

**Contact details:**

- Select **English**.
- Insert your telephone/email address

**Email Address:**

- Applicants who have provided an email address as part of their contact details will receive an email directly from CRB confirming their Application Reference number once the application has been received by them. The email will also include links to the CRB website to enable applicants to track the progress of their own CRB application.



## Address History:

Enter addresses in chronological order starting with the most recent. Click on the **Add Address** button to add an address.

Please provide a 5-year continuous address history. There cannot be any gaps or overlaps in the address history. (If you are unable to provide the address for a **foreign country** then enter '**no fixed abode**' for address line 1 and town).

Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. Parents address Dec 09 – Jan 10, University address Jan 10 – March 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the CRB.

- Town
- County
- Country
- Postcode (Refer to UK Postcode Finder if required)
- Date from (Date moved into property in format MMYYYY)

## Place of Birth:

- Town (please state where e.g. Camberwell)
- County (e.g. London)
- Country (Please confirm e.g. United Kingdom)
- Nationality
- Have you changed your birth surname? (Confirm yes or no)
- If yes, complete surname at birth and used until date ensuring they run in order and with no gaps.

## Other Names:

- Please provide details of any other names used and the dates during which the names were used.
- Enter each **forename** and **surname** including **Aliases** separately using the '**Add Name**' button.

## Employment/Organisation Details:

- Complete the position applied for field (Job Title). For roles other than Teachers or Teaching Assistants, it is advisable to include 'school' in the job title where space permits. E.g. School Receptionist.
- If you are undertaking **voluntary work** in a school, please use the title Volunteer School Helper in the position applied for field. Do not just state volunteer as the system will not allow you to proceed.
- Employer Name (This is already pre-set to the school/establishment)



## Conviction History:

The application system will ask whether you have any unspent convictions?  
Confirm 'yes' or 'no' in the field provided.

### IMPORTANT

There are certain exceptions, where you **do have to disclose** any cautions or convictions (even if it is spent). These are listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and subsequent amendments. The positions listed in the Exceptions Order primarily relate to particularly sensitive areas such as work with children and vulnerable adults.

Therefore it is **ESSENTIAL** that you make your school/establishment aware if you have **EVER** been convicted of a criminal offence or received a caution, reprimand or warning **including** any that have been '**spent**' even if you have declared **No** in the above field.

**Failure to declare a conviction, caution, reprimand or warning may result in your offer of employment being withdrawn or your employment being terminated.**

The school/establishment complies with Babcock International Support Services Ltd policy on the recruitment of ex-offenders and a copy of this policy can be obtained from the school/establishment.

### Application Confirmation and Consent:

- Please review the details entered and click the **edit** button if you wish to change any of the information.
- Now Tick the **consent box** at the bottom of this page.  
(By ticking this box you are giving your authorisation/consent for a CRB to be undertaken).
- Click on the **complete** button.

### Application Complete:

- Make a note of the reference number which you will see in the green box.
- **Now contact the school/organisation to arrange for your identification to be verified; please refer to the list of the right hand column of the current screen or information below.**

## Providing Identity Documentation

The complete list of documents that may be accepted as proof of your identity, along with information on the number and types required can be found below.

**An appropriate person within the school/establishment will check your original documents and transfer the completed online application form to the registered body (namely Babcock International Support Services Ltd) for processing.\*ID Document Rules**

- You must provide **original** documentation only; photocopies or documentation printed from the internet e.g. internet bank statements **will not** be accepted.
  - At least one document **must** confirm your **current name**, as recorded in section a.
  - At least one document **must** confirm your **date of birth**, as recorded in section a.
- At least one document **must** confirm your **current address**, as recorded in section b.

## Have you got a document from the Group 1 list?

**If yes** – 3 documents must be provided: 1 document from **Group 1** plus any 2 from **Groups 1 or 2**.

**If no** – 5 documents must be seen from **Group 2**.

**\*Please note that the number of documents provided by you MUST follow the ID Document rules above. Therefore the school/establishment may ask you to provide additional documentation to ensure the ID documentation rules have been adhered to.**

## What identity documents can be used?

Guidance on the type and range of identity documents that must be used by the approved person to validate the applicant's identity is shown in the flow diagram below:

These documents are divided into two groups: Group 1 and Group 2.

How many documents do I need to see?

**Can you produce any documents from Group 1?**

**YES**

**NO**

**3 documents must be seen:  
1 document from Group 1 + any  
2 from Groups 1 or 2**

**5 documents must be seen:  
5 documents from Group 2**

### List of Valid Identity Documents

#### Group 1

Passport	EU National Identity Card
Driving Licence ( <b>UK</b> ) (Full or provisional) -England/ Wales/ Scotland/ Northern Ireland/ Isle of Man ; either photocard or paper ( <b>a photo card is only valid if the applicant presents it together with the paper counterpart of the licence; except Jersey</b> )	Birth Certificate ( <b>UK</b> ) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
HM Forces ID Card ( <b>UK</b> )	Firearms Licence ( <b>UK</b> )
Adoption Certificate ( <b>UK</b> )	Identity Card for Foreign Nationals (ICFN)

Group 2	
Marriage/Civil Partnership Certificate	Financial Statement ** - e.g. pension, endowment, ISA
Birth Certificate	Vehicle Registration Document (Document V5 old style and V5C new style only)
P45/P60 Statement (UK) **	Mail Order Catalogue Statement *
Bank/Building Society Statement *	Court Claim Form (UK) ** - Documentation issued by Court Services
Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill	Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
TV Licence **	Addressed Payslip *
Credit Card Statement *	National Insurance Card (UK)
Store Card Statement *	NHS Card (UK)
Mortgage Statement **	Benefit Statement* - e.g. Child Allowance, Pension
Insurance Certificate **	Certificate of British Nationality (UK)
Council Tax Statement (UK) **	Work Permit/Visa (UK) **
A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*: e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security	<b>One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK):</b> <b><i>Do not use more than one of the following documents</i></b> Convention Travel Document (CTD) - Blue Stateless Person's Document (SPD) - Red Certificate of Identity (CID) - Brown Asylum Registration Card (ARC) Immigration Status Document (ISD)
CRB Disclosure or Disclosure Scotland ** (issued within the last twelve months)	Letter from a Head Teacher *
Connexions Card; including those cards carrying the PASS accreditation logo (UK)	<b>General Medical Council (GMC) Certificate</b> (Please note GMC Registration Certificates now form part of the Group 2 authentication documentation accepted by the CRB. It should be noted that information on these certificates becomes outdated rapidly. Up to date information about a doctor's registration status can be obtained by checking the <b>List of Registered Medical Practitioners</b> at <a href="http://www.gmc-uk.org/">http://www.gmc-uk.org/</a> )

\* documentation should be less than three months old

\*\* issued within past 12 months

## What happens next?

After the school/establishment has checked your documents they will electronically send the form to be processed via Babcock International Support Service. Once CRB have completed the check they will issue a disclosure certificate which will be posted to your address.

**Please note that all requests for reprints of disclosure certificates can only be made to the CRB within 28 days of the issue date of the disclosure.**

The registered body (namely Babcock International Support Services Ltd) and your school/organisation will also receive a copy of the disclosure certificate.

**Where information is provided on the CRB disclosure, or on other information received, the registered body will:**

- Undertake an initial risk assessment
- Contact the designated person within the school/establishment, e.g. Headteacher.
- The designated person will make contact with the applicant to give them the opportunity to respond to any concerns.

**The school/establishment will determine whether someone is suitable to work/volunteer within their school/establishment and will inform you of the outcome of this decision.**

## Disputing Information on a Disclosure

If you believe the information on your disclosure is incorrect, you must resolve this before the school/establishment can make a decision about your suitability. This can only be done by telephoning the CRB directly within **28 days of the issue date** of the disclosure using the telephone number listed on the back of the CRB disclosure under 'disputes'.

**If it should prove impossible to resolve matters by other means, the CRB may seek a fingerprint check in order to determine whether the record in question relates to you.**

### Data Protection:

Babcock International Support Services Ltd has a Statement of Fair Processing and a policy on handling disclosure information which is followed by your school/establishment. Copies of these can be obtained from your school/establishment.

### Further Information

If you require support in completing your Online CRB Application, please contact the school/establishment in the first instance for further advice.