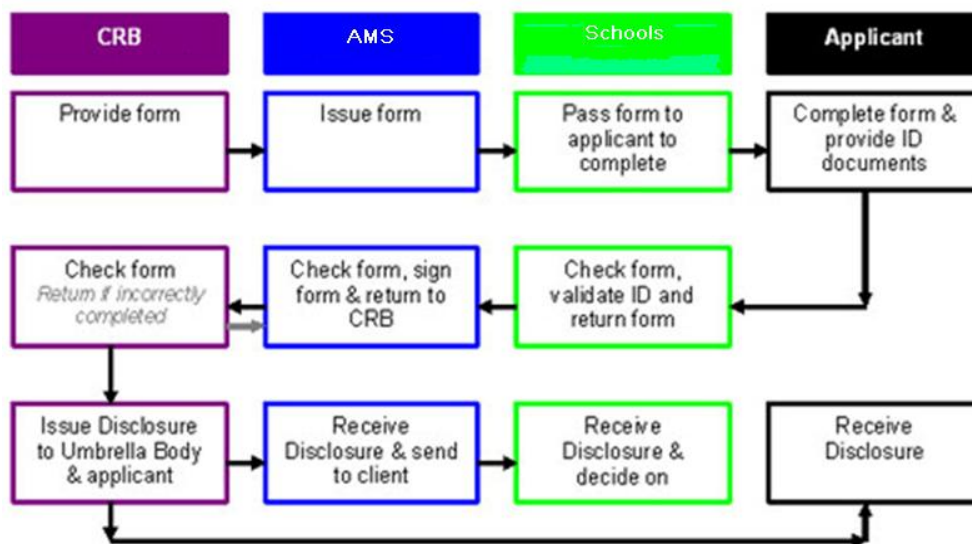


CRB User Notes for the Association of Muslim Schools' clients.

Where you fit in;



This information sheet contains notes on how to apply for a Disclosure from the Criminal Records Bureau on behalf of an applicant through The Association of Muslim Schools.

ISA Registration

Section D of the form refers to the now halted ISA Registration scheme where the CRB form can also be used to apply for an ISA registration. This part of the form is no longer applicable and applicants must cross the 'No' box in Section D, Item 50.

Confirming the applicant's identity

The applicant's identity needs to be confirmed. You, the school / organisation who have asked the applicant to complete the forms need to check original I.D. documents. We advise that you have designated I.D. Checkers (senior staff members, headteacher etc.) who must also be CRB certificate holders. Your applicant must provide original documentation (no photocopies) to one of the I.D. Checkers. This ID Checker must fill in their name in Section W of the form.

Verifying ID and documentation – Guidance for nominated ID Checkers

- Check the applicant's documentation carefully (see table on the next page for hints and tips).
- If a document is not in a presentable state, please request further documentation.
- Documents must contain the applicant's correct current details.
- Any document offered as proof of ID must be an original.
- Crossing W59 (once the form has been completed) tells the CRB that you have sighted a document showing evidence of the applicant's current address (Group 2).

Passport	The passport must be valid. Check its general quality and condition. Treat it with suspicion if it is excessively damaged, 'accidental' damage is often used to conceal tampering. Photos should be examined for signs of damage to the laminate or excessive glue or slitting of the laminate, these would indicate photo switching. If the photo appears excessively large, this might indicate an attempt to hide another photo underneath. There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph. Check there is no damage.
Photocard driving licence	Examine the licence for evidence of photo tampering or any amendment of the printed details.
Paper driving licence (no photograph)	Remove the document from the plastic wallet and check that it's printed on both sides. It should have a watermark visible by holding the licence up to the light, and there should be no punctuation marks in the name or address. The 'Valid To' date should be the day before the bearer's 70th birthday (unless the bearer is already over 70). The 'Valid To' date can therefore be cross-referenced with the applicant's date of birth.

The form(s) will then be checked by our staff and sent on to the CRB Office in Liverpool or it/they will be sent back to you if there is anything missing or the application has any mistakes in it. To help prevent the applicant making a mistake when they complete their forms, please encourage them to use the purple guide which is available to download from the CRB website www.crb.gov.uk.

Checklist

Before you send your applicant's form to AMS, complete this last minute check.

- Has the applicant provided all addresses for the last five years? (There should be no gaps in their dates.)
- If the applicant has used a continuation sheet, has he/she included their form reference number (located on the front of the form)
- Have they signed the form? (Section E, Item 56.)

Sept 2011

What Happens Next

You should send completed and checked forms along with:

- Continuation sheet/s (if used)
- **Payment: Payment must be made up front - AMS will not be able to process your CRB forms until payment is received.**

For each CRB Enhanced check the cost is

£54.00 for AMS member schools

£59.00 for non-member schools

	Employees	Volunteers
AMS Member Schools	£54	£10
Non Member Schools	£59	£15

For free of charge volunteers, please cross the 'Yes' box in Section X, Item 68.
We will also require a signed statement by the organisation and CRB applicant to confirm their volunteer status. The form cannot be processed without this.

An admin fee of £10 (£15 for non-AMS members) is still required for volunteers.

Cheques to be made out to:

AMS UK

And posted to the AMS Central Office in Birmingham:

**AMS UK
PO BOX 14109
Birmingham
B6 9BN**

How long does a CRB check take? The CRB aims to process 90% of Standard checks in 10 days and 90% of Enhanced checks in 4 weeks. If you have any further queries please contact us:

Email: crb@ams-uk.org

Phone: 08444 820 407

Mobile: 07817 06 46 76 (Wasim)

Mistakes on the application forms will cause delays in processing. Forms that are not completed accurately may need to be returned for amendments or additional information – therefore please ensure all forms have been checked thoroughly before submission.