

THE SCOUT ASSOCIATION

The Criminal Records Bureau (CRB)

HQ Guidance Notes
for the completion of "white" application forms.

FOR ISSUE TO SCOUT OFFICIALS PROCESSING OR SUBMITTING "WHITE" CRB APPLICATIONS



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HQ GENERAL ADVICE AND INFORMATION FOR "WHITE" APPLICATION FORMS.

- **N.B. The CRB is introducing a new PINK application form circa April 2006.** HQ will announce developments.
- HQ designed **Continuation Sheets** are now available.
- Ensure all applicants are given a copy of the **new HQ leaflet**, "Disclosure policy and procedure for volunteer roles."
- HQ recommends that applicants be aided in the completion of the application by specifically assigned Scout personnel.
- Applicants (and Scout Officials!) must use **BLOCK CAPITALS** and **black ink** on application forms.
- **CAPITALS must be legible!** H's must not be mistaken for M's, D's for O's, 5's for S's, N's for W's, and V's for U's, etc.
- Do not permit the use of felt tip pens as the ink will seep through and spoil the sheet behind or underneath.
- Neatly score a line through mistakes and insert a correction adjacent to the error. If the field is irrelevant, leave it blank.
- Applications must bear either the applicant's name or that of the Scout Association on the top left of the front page.
- **Do not send completed Applications direct to the CRB at Liverpool!** They must all go via the District (or the County or Area, as the case may be) to: **The Scout Association, Records Department, FREEPOST SW205, London E4 7BR.**
- Please enter all dates so that they comply with the "watermark" formats, e.g. MM YYYY, etc.
- Do not permit the use of correction fluid, sticky labels and staples; or submit forms that are, creased, stained or dirty.

ADVICE SPECIFIC TO THE SECTIONS OF THE "WHITE" APPLICATION FORM.

A

- Ensure that applicants **do not omit names** that they do not use or like but which nevertheless appear on ID documents.
- **Where an applicant's ID documents show a forename in full**, e.g. James, Patricia, etc., **do not accept forename abbreviations or nicknames**, e.g. Jim, Patsy, etc., **unless the full name is also entered in Section C.**
- It is imperative that the correct spelling of all fore/surnames are entered, e.g. Ian/Iain, Huw/Hugh, Lee/Leigh, Reed/Reid.
- Ensure that the **date of birth** in Section A matches those recorded in Section X.

B

- **Do not alter or amend!** This has already been pre-printed for you.

C

- Where applicable, an applicant must enter all former birth/maiden forenames and surnames, especially if an "X" is entered in the "Mrs" or "Ms" fields in section A.
- Additionally, a "Mrs" or a "Ms" who has retained her birth surname **must** enter that surname in Line 20 (surname at birth), **despite** the fact that the forms states, "if different". This is a design error on the application form.
- Similarly, if a **female applicant** holds an "Other Title", e.g. Doctor, etc., the birth name in Line 20 (surname at birth), must also be entered **despite** the fact that the form states, "if different". This is a design error on the application form.
- Ensure applicants enter their full place of birth, esp. for large towns, e.g. London, Poplar; Glasgow, Govan.

D

- Applicants **must** record a continuous address history for the last **5 years** starting from the date the application was signed.
- There must be no gaps or overlapping addresses. Use an HQ Application Continuation Sheet if necessary.

E F G

- **Leave these Sections blank!** Sections E & F are now redundant and Section G does not apply to the Association.

H

- Line 66 - For advice, contact NACRO: Tel 020 7840 6464, or visit: www.nacro.org.uk/publications/adviceleaflets.htm
- Line 67 - An "X" must be entered in this cell if a continuation sheet has been used in either of Sections C, D or X.
- Line 68 - The applicant must sign the **upper declaration box**.
- Line 69 - **Leave blank!** Applicants are no longer required to sign the **lower consent box**.

X

- The minimum requirement is that a **Scout Official** (not the applicant!) **must check and record** the details of either:
- 1 x Group 1 Identity Document **and** 2 other Group 1 or Group 2 Documents, or
 - 5 x Group 2 Identity Documents (when a Group 1 document is unavailable).
- Group 1 Documents^a** include: a current PASSPORT (any nationality); or a current UK DRIVING LICENCE^b (paper or photo); or a UK BIRTH CERTIFICATE (provided it was issued within 12 months of birth); or a current EU NATIONAL IDENTITY CARD^c; or an HM FORCES ID CARD^c; or a current UK FIREARMS CERTIFICATE^c

Group 2 Documents^a include: marriage certificate, P45/P60 Forms, utility bills, payslip, bank statement, TV Licence, etc.

- ^a Examine original Documents only! A full list of acceptable Documents is contained within the latest CRB Guidance Booklet.
^b An Isle of Man or any Channel Island Driving Licence is unacceptable as a Group 1 Document, but is permitted for Group 2.
^c Enter the details of these documents on a continuation sheet, as there are no specific boxes for them in Section X.

- It is essential that the date of birth and fore/middle names on ID documents match the entries in Sections A, C or X.
- Where 5 x Group 2 Identity Documents are produced, these must be listed on a Continuation Sheet.
- The Scout Official/checker must enter an "X" at line 15 to indicate the inspection of Group 2 Identity Documents.
- A checker must **PRINT** his/her name at Line 16. **N.B. The Scout Official/checker does not sign the application!**
- **To prevent collusion, HQ instructs that the Local Scout Official/checker must not be related to the applicant.**

Y Z

- **Leave these Sections blank!**

THE TSA RETURNS FORM (TSA08)

- **Local Scout officials are to ensure that a completed Returns Form accompanies all CRB applications sent to HQ.**
- In the absence of either a Returns Form or the reply name and address of a "Returns Person" on the back of it, Scout HQ will reject the application and return it to the applicant.
- Upon receipt of an error free application and the completion of Scout HQ's internal Confidential Check procedures, the Returns Form will be endorsed accordingly and posted back to the Returns Person. This is known as the HQ initial check.
- **Applicants must not commence any role until a "Nothing to Report" HQ initial check has been received.** Only after its receipt may the applicant be used in a **supervised role** pending the arrival of the final check, the CRB Disclosure itself, which will often take up to 4 weeks, or longer, to process.