

The Criminal Records Bureau Scout Association Returns Form

TSA 08

NOV
2005



Date stamp of Scout HQ

SCOUT HQ USE ONLY

INITIAL CONFIDENTIAL ENQUIRY CHECK

| 1 | NAME OF APPLICANT | APPLICATION No. | ROLE SOUGHT & HQ MEMB. No. | GROUP, DISTRICT, COUNTY OR AREA | An "X" indicates that an application has been rejected at Scout HQ. | Result of Scout HQ Confidential Check | | Initials of Scout HQ Confidential Assistant |
|----|---|--|--|---|---|---------------------------------------|------------------|---|
| | <ul style="list-style-type: none"> PRINT forename(s) followed by surname. Use a separate sheet for each District. | <ul style="list-style-type: none"> Enter the CRB Ref No. Only submit applications that bear The Scout Association name and address on the front page. Do not submit photocopied application forms, as each bears its own unique No. | <ul style="list-style-type: none"> Enter the post for which the applicant is applying or seeking to renew, e.g. BSL, Chairman, Fellowship, DC, SL, Treasurer, GSL, etc. Enter the HQ Membership No., if known. | <ul style="list-style-type: none"> Please enter the Group to which the applicant is applying to join or remain, e.g. 7th Epping Forest. For all District roles, enter the District. For all County/Area roles, enter the County/Area. | | Nothing to report | Report to follow | |
| 2 | | | | | | Nothing to report | Report to follow | |
| 3 | | | | | | Nothing to report | Report to follow | |
| 4 | | | | | | Nothing to report | Report to follow | |
| 5 | | | | | | Nothing to report | Report to follow | |
| 6 | | | | | | Nothing to report | Report to follow | |
| 7 | | | | | | Nothing to report | Report to follow | |
| 8 | | | | | | Nothing to report | Report to follow | |
| 9 | | | | | | Nothing to report | Report to follow | |
| 10 | | | | | | Nothing to report | Report to follow | |

SUBMITTED TO SCOUT HQ BY:

I, the undersigned, certify that the identification documents of each of the above applicants were checked in accordance with the requirements of the Criminal Records Bureau and to the best of my knowledge these documents were original and genuine. I submit the above applications to Scout HQ for forwarding to the Criminal Records Bureau.

Where an "X" is indicated in the above left hand column, please resubmit an amended application together with a new Returns Form TSA08.

If "Report to follow" is indicated, do not use applicant or decide suitability until receipt of report.

| | | | |
|--|--------------|---|-------------|
| Name <small>(Please PRINT forename & surname)</small> | District | DISTRICT No | Date Signed |
| Signature | County/Area | COUNTY/AREA No. | / /20 |
| Appointment | HQ MEMB. No. | <p>You MUST send completed applications AND a TSA 08 Returns Form to: The Scout Association, Records Dept., FREEPOST SW205, London E4 7BR. To obtain the latest version of this form, further Disclosure application forms and up to date fact sheets, leaflets and advice, etc., please contact Scout HQ Info Centre on 0845 300 1818 or info.centre@scout.org.uk quoting Criminal Records Bureau, or visit Scout HQ's web site at www.scoutbase.org.uk</p> | |

VITAL : YOU MUST COMPLETE YOUR REPLY DETAILS OVERLEAF

FOR USE BY SCOUT DISTRICTS, COUNTIES AND AREAS

THE SCOUT ASSOCIATION
RECORDS DEPARTMENT
FREEPOST SW 205
LONDON E4 7BR



SCOUT OFFICIALS - VITAL!

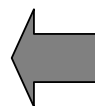
SEND YOUR COMPLETED DISCLOSURE APPLICATIONS DIRECT TO SCOUT HQ.

USE THIS ADDRESS TO AVOID POSTAL CHARGES.

THIS ADDRESS BOX WILL FIT STANDARD "C4" WINDOW ENVELOPES.

FOR USE BY SCOUT DISTRICTS, COUNTIES AND AREAS

[Empty box for printing reply name and address]



SCOUT OFFICIALS - VITAL!

PLEASE PRINT YOUR REPLY NAME AND ADDRESS

YOU **MUST** ENTER (AND CONFINE) YOUR REPLY NAME AND ADDRESS IN THIS BOX IN ORDER TO RECEIVE THE RESULTS OF THE (INITIAL) SCOUT HQ CONFIDENTIAL CHECK AND THE (FINAL) CRB DISCLOSURE OF EACH APPLICANT.

FOR THE INFORMATION OF SCOUT DISTRICTS, COUNTIES & AREAS

The vetting process of all scout leaders, assistants, etc., prior to interview and appointment, comprises of two stages:

1. **The HQ Confidential check – the initial check.**
This is notified by the receipt of this Returns Form to the person submitting; or by a Report to the applicant's DC (or CC/AC, as the case may be)
2. **The Criminal Records Bureau Disclosure check – the final check.**
This is notified by either an "All Clear" letter to the person submitting; or an "Adverse" letter sent to the applicant's DC (or CC/AC, as the case may be).

If, after despatch to HQ, no response is received to:

- The HQ Confidential Check via a Returns Form within **4 weeks of submission to HQ**, or
- The CRB Check, within **8 weeks of the HQ Date Stamp on the front of a Returns Form Form**,

you may contact the Scout HQ on 0845 300 1818, ask for the Confidential Section, quote the applicant's full name and date of birth and request that the matter be expedited.