

## Guidance for Verifiers

### **'Correct identification of applicants is the cornerstone of the Disclosure service'**

In order for the Disclosure service to operate successfully it is essential that the identity and current address of each Disclosure applicant is verified beyond doubt. **You, the verifier, play a vital part in this process.** The following guidance notes are designed to help you in this task. They should be read in conjunction with the Churches' Agency for Safeguarding (CAS) guidance notes 'Checking Identity Documentation' which are available from your denomination or on the CAS website [www.churchsafe.org.uk](http://www.churchsafe.org.uk)

With effect from 1<sup>st</sup> April 2007 churches will be charged £5 for errors or omissions caused by not following the guidance and which require the form to be returned to the verifier. Please see the charging document ('£5 charge for additional administration arising from resolving errors or omissions on CRB application forms') which is available from your denomination, or on the CAS website, for further details.

#### **Your role as verifier involves:**

- (i) Meeting with the applicant.**
- (ii) Establishing the true identity of the applicant through the examination of a range of documents approved by the Criminal Records Bureau (CRB).**
- (iii) Completing Section X of the CRB form and also completing the Churches' Agency for Safeguarding (CAS) form and the Documentary Evidence Sheet.**
- (iv) Checking that the CRB Disclosure Application Form has been correctly completed and that the details provided by the applicant match those shown on the identity documents.**
- (v) Sending the forms (the CRB form, CAS form and Documentary Evidence Sheet), plus additional information sheets and payment if applicable, to the Churches' Agency for Safeguarding.**
- (vi) Ensuring, prior to making a recruitment decision or confirming an existing position, that you have received a letter from the CAS stating that there is no information on the Disclosure to prevent the applicant working in the role applied for.**

#### **(i) To meet with the applicant.**

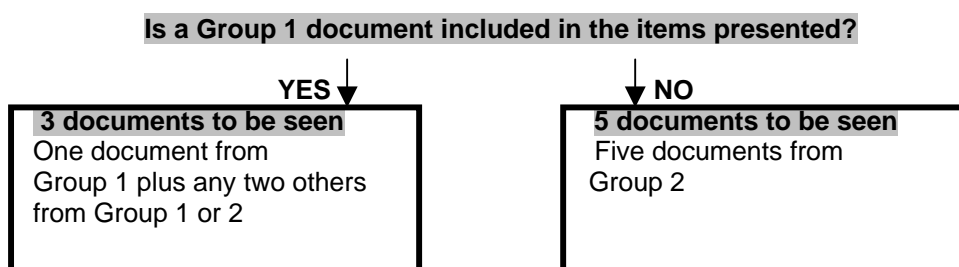
It is important that you arrange to meet with the applicant in person. This enables you to check the likeness of any photographs included in the identity documentation and to raise any questions you have. You will need time to check the application form and identity documents and to complete Section X of the CRB Disclosure Application Form and also complete the CAS form and the Documentary Evidence Sheet. The process should usually take around 10 to 15 minutes to complete. Please note that you are not permitted to verify applications for yourself, your partner or your family members.

#### **(ii) To establish the true identity of the applicant through the examination of a range of documents approved by the Criminal Records Bureau (CRB).**

This is the cornerstone of the Disclosure process and it is essential that the examination of the documents and the completion of the relevant forms is done correctly.

The CRB has provided a list of acceptable identity documents and divided them into Group One and Group Two documents. The list of acceptable documents and the group they fall into can be seen on the Documentary Evidence Sheet available from your denomination and on the CAS website.

The flow chart below shows how many documents need to be checked.



When checking identity documents it is essential to bear in mind the following points:

- All documents must be **originals** (photocopies or documentation printed from the Internet e.g. Internet bank statements are **not** acceptable).
- The identity information e.g. name, date of birth, address **must** match that provided by the applicant on the CRB form.
- If there is a legal reason for a name change such as marriage or deed poll then you may accept a document in the birth name **provided** that you have seen the documented evidence for the change e.g. marriage certificate.
- At least one document must show the applicant's **current address**.
- At least one document must show the applicant's **date of birth**.
- It is desirable that at least one item incorporates a **photograph** (e.g. Driving Licence, Passport). The likeness must match the applicant.
- All documents must be **currently valid and within the time frame stated on the Documentary Evidence Sheet**.
- A foreign equivalent of an identity document **cannot** be accepted if that document is listed as '(UK)' on the list of acceptable documents.
- If an identity document is provided in a foreign language, a translation of that document, certified by a Notary Public, **must** be provided.

A separate document providing detailed information about what to check for on each type of identity document is available from your denomination and on the CAS website. **Please refer to the information sheet 'Checking Identity Documentation' for guidance.** If you are unsure about anything after reading this please contact us at the CAS for assistance.

**(iii) To complete Section X of the CRB form and also to complete the Churches' Agency for Safeguarding (CAS) form and the Documentary Evidence Sheet.**

You are required to enter the details of the documents which you have checked in Section X of the CRB Disclosure Application Form (where required) and also on the Documentary Evidence Sheet.

**Section X of the CRB Disclosure Application Form.**

This must be completed in black ink. Forms are electronically scanned by the CRB and any colour other than black ink will be rejected.

Please enter the relevant details of the identity documents which you have seen. If the applicant has completed any of Section X you must cross out any information which you have not checked.

The diagram illustrates the following callouts for Section X of the CRB form:

- 3/4 Nationality:** Please enter the complete driver number shown on the licence.
- 5/6 Driving licence:** Enter the date of birth shown on the licence. If no DOB is shown please leave this box empty.
- Issue date (Driving licence):** If the licence was not issued in the UK enter the country here (although please note that only UK licences can be accepted).
- Date of birth Licence valid from:** Please enter your full name here.
- 12 Date of Birth Country of issue:** **Only** enter the National Insurance number here if you have seen it on the applicant's P45 or P60 not if you have seen it on an alternative document e.g. National Insurance Card.
- 13/14 Marriage Certificate:** If the birth certificate was issued in the United Kingdom please cross the box marked 'UK'. If the birth certificate was issued in another country please state the country in the box marked 'other'.
- P45 or P60 National Insurance number:** Only cross this box if you have seen two Group 2 documents containing the address (although not if one of the documents is a P60 as this is recorded elsewhere in Section X).

### Line 15

Although line 15 says 'current address details checked against documentation' the CRB state that a cross should only be placed in this box if you have seen two documents from Group 2 showing evidence of the applicant's current address (although you should not place a cross at line 15 if one of the documents is a P60 as this can be recorded elsewhere in Section X).

### If you make a mistake when completing Section X.

If you make a mistake in Section X please cross it out neatly, write the amended information close by and sign or initial next to it to confirm that the amendment has been made by yourself. This way we will know that the amendment is genuine and that the form has not been tampered with by the applicant or anyone else.

**Please do not complete Section Y.** This section will be completed by a Registered Countersignatory at the CAS.

### **CAS form**

Please complete the CAS form as directed. It is essential that all sections of the form are completed (with the exception of the alternative contact details unless required by your organisation). Your name, address, denomination and date of birth are all required in order for your identity and status as an authorised verifier to be confirmed. Your telephone number is required in order that you can be contacted, if required, in relation to the application.

Please note that the information you provide will be used for the purpose of confirming your identity and contacting you in relation to the application and not for any other purposes.

You must confirm that the applicant is working with children, young people and / or vulnerable adults and ensure that the correct level of check has been requested.

Enhanced Disclosures are for those who have regular contact with children, young people and / or vulnerable adults and whose work in the church might involve 'regularly caring for, training, supervising or being in sole charge' of children, young people and / or vulnerable adults. If the principle focus of an applicant's role involves working with children, young people and / or vulnerable adults then an Enhanced level check is usually required. Examples include children's and youth workers, junior church workers and Sunday school teachers, ministers and deacons, officers of youth organisations (e.g. Girl's Brigade), toddler club leaders and helpers.

Standard Disclosures are for those who regularly undertake limited roles which bring them into contact with children, young people and / or vulnerable adults but who have no supervising or training responsibilities. This is a very limited category and includes: people preparing refreshments, caretakers and cleaners working on premises where children may be present.

If it is not clear from the CRB form or the CAS form that the role involves working with children, young people and / or vulnerable adults you must submit an additional note clarifying the nature of the role.

Read the Declaration at the end of the CAS form before signing your confirmation in the signature box.

### **Documentary Evidence Sheet**

Please complete this form carefully, ensuring that the applicant's name and application form reference number (which can be found on the front of the CRB Disclosure Application Form) are entered. Ensure that you have seen and recorded sufficient documents and that the documents have met all the listed requirements. Print your name, then sign and date the completed Documentary Evidence Sheet.

### **Payment**

If the role is a paid one the CRB charge £36.00 for an Enhanced Disclosure and £31.00 for a Standard Disclosure. A cheque made payable to 'Churches' Agency for Safeguarding' should be sent, with the application, to the Churches' Agency for Safeguarding. **There is no charge for applications if the role is a voluntary one.** Some (mainly ministerial) roles will be paid for centrally by the denomination. Your denomination will have advised you if this is the case.

**(iv) To check that the CRB Disclosure Application Form has been correctly completed.**

It will significantly reduce the error rate (and ultimately therefore cost and processing time) if you as the verifier can spot any problems with the application before it is submitted. Please check the following points in particular:

- Ensure that the applicant has entered any **middle names** in Line 3 of the CRB form.
- Ensure that the application is completed in **black ink** throughout. If any other coloured ink is used the form will be rejected by the CRB (this is because forms are scanned electronically and any colour other than black will not scan correctly). Correction fluid must not be used as the scanners cannot process this.
- Ensure that if the applicant has entered their title as Mrs, Ms or Other title (e.g. Rev'd) in Section A Line 1 of the CRB form they have also completed Section C, Lines 20 and 21 even if they have never been known by a different surname. This is necessary so that local police forces do not query the fact that the applicant has not disclosed a different surname which would delay the application.
- Ensure that the applicant's name and the form reference number are clearly marked on any continuation sheets.
- Ensure that the applicant has provided a **full five-year address history** with no gaps.
- Where possible you should cross-match the applicant's address history with any information known to you and / or any other information provided as part of the recruitment process (e.g. reference, CV) for example if you are aware that the applicant has lived abroad for a year within the past 5 years but has not stated this on the application, you should ask them to declare this on the form or on an additional sheet.
- Ensure that the name, address and date of birth details provided by the applicant in Section A match with those shown on the identity documents they have provided.

**(v) To send the forms (the CRB form, CAS form and Documentary Evidence Sheet), plus additional information sheets and payment if applicable, to the Churches' Agency for Safeguarding.**

Please send the completed forms (the CRB Disclosure Application Form, the CAS form and the Documentary Evidence Sheet), plus additional information sheets and payment if applicable, to the Churches' Agency for Safeguarding, Methodist Church House, 25 Marylebone Road, London, NW1 5JR (**NOT to the CRB**)

Please note that if forms are sent directly to the CRB they will not be processed and you will have to start the process again. To avoid this please ensure that you send the completed forms to the Churches' Agency for Safeguarding at the above address.

**(vi) To ensure, prior to making a recruitment decision or confirming an existing position, that you have received a letter from the CAS stating that there is no information on the Disclosure to prevent the applicant working in the role applied for.**

- Once the application has been received at the CAS it will be logged and processed and either forwarded to the CRB or returned to the applicant / verifier for amendment in the case of errors or omissions.
- Once the CRB has received the application they will arrange for the relevant checks to be done by the Police, the Department for Education and Skills, the Department of Health and other agencies.
- A Disclosure will then be printed showing convictions, cautions and other relevant information if applicable.
- One copy of the Disclosure will be sent to the applicant and another to the CAS.
- Once the CAS has received the Disclosure it will be carefully checked to ensure that the details are correct and to establish whether the Disclosure is 'clear' or 'unclear'.

**'Clear' Disclosures**

If the Disclosure is clear (i.e. no recorded information has been detected in the checks) then a letter will be sent to you as the verifier stating that there is no information to prevent the applicant serving in the chosen role (although other recruitment checks such as interview, references and supervision are still required). The applicant may also choose to show you a copy of their Disclosure. **It is essential that you do not rely on the applicant's Disclosure alone but wait to receive the CAS letter.** This is due to the fact that in a small number of cases the police may reveal

information of a sensitive nature to the Registered Body (the Churches' Agency for Safeguarding) which does not appear on the applicant's Disclosure.

#### 'Unclear' Disclosures

If the Disclosure is unclear (i.e. if it contains information detected in any of the checks) it will be referred to the Chief Executive of the CAS / Lead Countersignatory who will then notify the denominational representative and, if applicable, a panel of experienced people. If the denomination approves the applicant after full consideration of the information revealed on the Disclosure then a letter will be issued to the applicant and verifier advising that there is no information to prevent the applicant serving in the chosen role. In some cases conditions may be applied and these will be stated in the letter (for example 'the applicant should not be permitted to drive anyone in the Church minibus').

If the applicant is legally prohibited from working with children / young people / vulnerable adults or if the denomination takes the decision that the applicant cannot be recruited (this includes voluntary workers) then you as the verifier will be notified.

Please note that in the case of ministerial appointments in some member denominations correspondence regarding Disclosures will be sent to the denominational representative not the verifier. Please consult your denomination for their policy in this matter.

Each denomination has its own Recruitment of Offenders Policy and will be able to provide you with a copy on request.

The CRB Code of Practice which sets out the obligations that must be met by Registered Persons and other recipients of Standard and Enhanced Disclosure information is available on the CRB website at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

If you have any queries or if we can assist you in any way, please do not hesitate to contact us at:

The Churches' Agency for Safeguarding, Methodist Church House, Methodist Church House,  
25 Marylebone Road, London, NW1 5JR  
0207 467 5216

e-mail: [cas@methodistchurch.org.uk](mailto:cas@methodistchurch.org.uk)  
website: [www.churchsafe.org.uk](http://www.churchsafe.org.uk)

**Checklist for you to use and retain for your records.**

**Please photocopy the checklist below and use it to ensure that you have completed the necessary steps when verifying a Disclosure application. You may wish to keep it as a record of the application.**

**Checklist**

**Applicant's name:** \_\_\_\_\_

**Form reference number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I have:**

- Met the applicant and checked identity documents against the completed CRB form.
- Completed Section X of the Disclosure Application Form.
- Completed the Documentary Evidence Sheet.
- Completed the CAS form.
- Checked that the CRB application form has been correctly completed.
- Sent the completed CRB Disclosure Application Form, the CAS form, and the Documentary Evidence Sheet (plus payment if applicable) to The Churches' Agency for Safeguarding, Methodist Church House, 25 Marylebone Road, London, NW1 5JR.

**Date application sent to CAS** \_\_\_\_\_

**Date letter received from CAS** \_\_\_\_\_

**Notes**