

FACTSHEET



How to fill out an OH form/CRB check

FS 12

Introduction

This factsheet is designed to assist in filling out an Occasional Helpers (OH) form in order to obtain a CRB. It is a requirement of SSAGO membership that everyone has a satisfactory criminal records check.

The Policy Document

Those unsure as to the procedures of OH forms or wishing to get hold of one to fill in should check the 'Child Protection' Policy Document found in the resource section of the SSAGO website.

Filling in the OH Form

The form needs to be filled out in block capitals in either black or blue ink. Only one letter or number should be entered into any one box (where applicable). An empty box should be left between words. Keep all writing, including signatures within the relevant boxes. For clarity, make selections with a cross (X) rather than a tick. Do not cross through any field, or write 'not applicable' simply leave it blank if it does not apply.

Personal Details

- 1) Membership no. and date of joining not applicable for SSAGO CRB application.
- 2) Select gender
- 3) Fill in your title
- 4) Fill in your date of birth
- 5) Fill in your forename (including your middle name)

6) Known as not applicable for SSAGO CRB application

7) Fill in your surname

Further details in this section are not applicable for SSAGO CRB application

Current Home Address

1) Fill in your current address

Your current address should be the address which is on the identification you have. Ideally this would be your university address but it is understood that many students will not have enough identification registered to their term time address. If this is your home address be sure to fill out your student address in the 'Previous address history for CRB application' section.

Your involvement and Marketing and mailing

These sections are not applicable for a SSAGO CRB application.

Additional personal details for CRB application

- 1) Fill in surname at birth
- 2) Fill in country of birth
- 3) Fill in town/city of birth
- 4) Fill in county of birth
- 5) Fill in nationality
- 6) Fill in information regarding previous surnames if applicable.

Previous address history for CRB application

You must provide this information if you have not lived at your current address for five years. There must be no gaps between the dates or your application will be rejected, though overlapping dates are acceptable. If you have lived abroad you must also include these addresses.

Please use a continuation sheet if necessary. These are available from: <http://www.sbuk.org.uk/info.centre/catalog.php?cat=223>

Identity check for CRB application

- 1) Check box if you have a National Insurance number and if so, fill in the number in the boxes provided.
- 2) Check box if you hold a valid passport and if so, fill in the information required.
- 3) Check box if you hold a valid UK driving licence and if so, fill in the information required.

Applicant declaration

Please read this section, check

Identification required

Before being sent off an allocated person within your SSAGO club or a member of the National Executive Committee will need to check your CRB form and fill out the Identity checker section using identification provided to them by yourself.

There are two groups of documents, Group 1 and Group 2. If you have a document from Group 1 then 3 documents in total are required: one from Group 1 plus any two from either Group 1 or Group 2. If you do not have a document from group 1 then five documents from Group 2 must be provided.

All documents must be the originals: photocopies cannot be accepted. At least one document must confirm your current name, at least one must confirm your date of birth and at least one must confirm your current address. If possible, at least one of your documents will contain a photograph.

The documents in each group are:

Group 1

- Passport (any nationality)

- UK Birth certificate (full or short form)
- UK issued Driving Licence - photocard is only valid with the counterpart licence
- EU photo Identity Card
- HM Forces ID Card
- UK Firearms Licence
- Adoption Certificate

Group 2

- Marriage/Civil Partnership certificate
- Financial statement, eg pension, endowment, ISA *
- Birth certificate
- Vehicle registration document (document V5C only)
- UK P45/P60 Statement **
- Mail Order Catalogue Statement * #
- Bank/Building Society Statement * #
- UK Court Claim Form **
- Utility Bill * #
- Exam Certificate
- TV Licence **
- Addressed Payslip *
- Credit Card Statement * #
- UK National Insurance card
- Store Card Statement * #
- UK NHS Card
- Mortgage Statement ** #
- Benefit Book Statement
- Insurance Certificate **
- UK Certificate of British Nationality
- UK Council Tax Statement **
- UK Work Permit/Visa **
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK) *

* documentation should be less than three months old

** issued within past 12 months

if you intend to use more than one document of this type ensure that it is from a different organisation, Internet documents are not acceptable.

Any questions regarding CRB forms
should be directed to the Members'
Officer (members@ssago.org.uk)