

NEWSLETTER

May 2010 Issue

New Developments In Your Disclosure Service

New CRB Application Forms

The CRB are introducing new forms. These forms must be used for CRB checks, ISA Registration applications, or both. This newsletter describes the arrangements for switching over to new forms. We'll be sending another newsletter soon explaining about how ISA registration will affect you.



Timetable for Changeover to New Forms

Monday 19th July. This is the **LAST** day APCS will process the old style CRB application form. Any CRB applications received after this date will be returned to you to be resubmitted on new forms.

Tuesday 20th July This is the first day that we will be processing the new CRB application form.

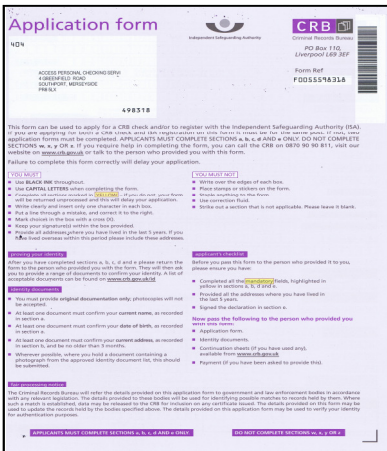
Outstanding Queries must be cleared!

All outstanding queries on existing CRB applications must be resolved by Monday 19th July.

If no response to these queries is received by Monday 19th July, the applications will be withdrawn and returned to you for new applications to be made if still required, on a new form. You will get a credit for the CRB fee on withdrawn applications, but our administration fee will still be charged.

How do I get my new forms?

APCS are sending a small supply of new forms out to customers enclosed with disclosure certificates, and with requests for more of the existing forms. If you have not received any by 30th June, or if you need more in time for the changeover date, please email us to request them (address is enquiries@accesspcs.co.uk, the subject should be "More New Forms"). Note that the CRB have provided us with a limited stock at the moment, so only ask for what you'll need for the first 4 weeks use.



How are the new forms different?

The form contains more detailed instructions to the applicant on how to complete them so make sure the applicant reads them!

If an applicant has a driving licence or passport, details must be written on the form. The employer must indicate that they have checked these along with the address details. The relevant boxes are labelled "registered body use only", but they are to be crossed by the person checking the id.

A detailed guide to completing the new forms can be found at www.crbguide.co.uk/

Any questions or queries?

Please contact us on 0845 643 1145 or alternatively email:- enquiries@accesspcs.co.uk. We are here to help!