

DBS ID Verification

As a current DBS (previously named CRB) user you are no doubt aware that as from September 2012 the DBS have revised and enhanced their ID checking procedure as part of an ongoing improvement process. In particular, the changes will make it more difficult for individuals to conceal previous criminal records by changing their name.

CCPAS – how can we help?

We at CCPAS are one of the largest DBS Umbrella Bodies and as such we have been able to negotiate and create a cost-effective, straight-forward and efficient ID Verification Service. This service is of course open to all of our members but we are now in a position to be able to offer this same service to a wider market.

ID Verification – how does the process work?

- The ID checker within your organisation obtains consent from the applicant to undergo an ID Verification Check.
- The ID checker follows the link to an online form in a secure area of our website.
- The ID checker enters their name, organisation name and reference number along with the applicant's full name, date of birth, previous name (if applicable), title, address (including postcode) and email address – all of this information is essential and you will be unable to progress without it.
- The applicant will be sent an email from us confirming that the ID checker from your organisation has requested a check. The check will appear on the applicant's credit file as an ID check but will not affect their ability to obtain credit in any way.
- Once the result is received we will email the ID checker with either a 'pass' or 'fail' result and the ID Check reference number.

Charges – how much will this cost?

The one-off registration fee for a non-member is £45+VAT. Transaction charges are £5+VAT. Members do not pay the one-off registration fee. All charges are payable via direct debit.

How to register

Simply complete the registration form and direct debit at the bottom of this document and post them to:

**CCPAS Disclosure Service,
Verification Team,
PO Box 133, Swanley,
Kent, BR8 7UQ**

On receipt of the correct documentation we will email you the link to the online form.

Please remember that members do not pay the one-off registration fee and there are many and varied benefits of CCPAS membership. It may therefore be more cost-effective for you to join CCPAS – see <http://www.ccpas.co.uk/MembersArea.html> for more details.

Registration form for ID Verification Checks

Please tick one of the following options to indicate the service you require:

- Option 1 – Full CCPAS membership with donation of £90 and free registration to ID verification Service
- Option 2 - Already an existing CCPAS member. Membership no. _____
- Option 3 – ID Verification Service only (£45 + VAT)

SECTION A - Please complete the following fields

Organisation Name _____

Organisation Contact Address _____

Organisation Web Address _____

Organisation Type/Denomination _____

Name of Lead ID Verifier _____

Telephone _____ Email Address _____

Signature _____ Date ____ / ____ / ____

SECTION B - Additional ID Verifiers Details (if applicable)

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

SECTION C - Statement to be signed by Lead ID verifier

Please register the above organisation with CCPAS for the purpose of conducting ID verification checks for DBS applicants. We authorise you to debit the registration/membership fee from our account and agree to make payment for all checks processed via our direct debit. We understand that any misuse of this system will result in the service being withdrawn and may constitute a criminal offence.

Signed: _____ Date ____ / ____ / ____

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the form and send to: CCPAS PO Box 133, Swanley, Kent, BR8 7UQ

Name and full postal address of your Bank or Building Society

To: The Manager Bank or Building Society

Address: _____

Post Code: _____

Name(s) of Account Holder(s)

Branch Sort Code

Bank/Building Society account number

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

Originator's Identification Number

4	1	0	7	1	4
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Reference Number - For office use only

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Instruction to your Bank or Building Society

Please pay Churches' Child Protection Advisory Service Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Churches' Child Protection Advisory Service and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date
