



Who are the CRBS?

The Central Registered Body in Scotland (CRBS) is a service operated by Volunteer Development Scotland. It was established by the Scottish Government to provide free Disclosures (police checks) for volunteers within the Voluntary Sector working with Children, Young People and/or Adults at Risk.

HOW DO YOU THE CLUB SIGNATORY GET REGISTERED WITH CRBS?

- Your Governing Body has identified you as the suitable person within your club to take on the role of Club Signatory. You will be responsible for submitting Disclosure Applications and receiving Disclosure Certificates.
- As Club Signatory you must complete the required registration forms provided by CRBS. (Information on this process below).
- As Club Signatory your identity must be verified by CRBS. The process is simple and straight forward and can be done in a number of ways. **Identification is mandatory for registration with CRBS.**

REGISTRATION PROCESS

- CRBS DAS Team send forms etc by post or email to you the Club Signatory
- If you would rather do the completion of the form by phone then a suitable time will be arranged with you for this. You will have to have the relevant documentation for information purposes, documents required will be:-
 1. Birth Certificate
 2. National Insurance Number
 3. Driving Licence
 4. Passport
- DAS Team will complete the online application forms, once call has finished, a copy of the form will be sent to you for checking and you must sign and date forms, you must also read the information provided.
- Application forms must be sent back to the DAS Team for processing , but before the process is finalised, verification is required by one of the following options:-

VERIFICATION OF CLUB SIGNATORY

There are a few options as to how you can have your identification verified:-

1. **Identification at the CRBS office** - An appointment would be made with a member of the DAS team for you to attend CRBS office with your identification documents
2. **Identification by CRBS at Training Venues etc** - CRBS hold training sessions all over the country and you could attend any training sessions for verification of your identity, DAS Team would require to know this in advance
3. **Identification by a Responsible Person** - Where you cannot follow Identification processes 1 and 2, you can then phone DAS Team who will issue a form for a member of your club to verify your identity and documentation
4. **Identification by a Trusted Partner** - CRBS have Trusted Partners identified to visually identify signatories only. If you wish to use this facility please call the DAS helpline for more information on where your nearest Trusted Partner is situated. **You must still send your original verification documentation to CRBS**

If you have any questions or require more information on the verification of identity process please call the DAS Helpline on 01786 849766

- Once identification is done and all forms are completed, the DAS Team will forward to Disclosure Scotland for the relevant checks to be done on the Club Signatory (Please note this can take up to 3 weeks)
- Once all checks are completed at DS, DAS Team will inform Club Signatory and Governing Body of this. This also applies if a Club Signatory is declined for whatever reason.

WHERE CRBS REQUIRE FURTHER CLARIFICATION REGARDING THE VERIFICATION OF IDENTITY THE APPROPRIATE STEPS WILL BE TAKEN

**All correspondence to: DAS Project, Unit 55,
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Stirling
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