

General Information for Volunteers and Volunteer-Involving Organisations

Criminal Records Bureau Checks

The Volunteer Centre Dorset is approved to undertake Criminal Records Bureau applications for volunteers, in many cases for little or no cost.

We are also able to complete CRB applications for paid staff in voluntary and community groups who require them but for this we do make a small charge.

We can also arrange to undertake a CRB application session so that a large number of your volunteers can be checked on one day.

Please contact us to discuss your needs.

Identification Needed for the Application

The types of ID that a person will need to show are listed below **but in every case** a National Insurance number will be needed to enter onto the form.

You need to provide original documentation (**NOT PHOTOCOPIES**) to the person from the Volunteer Centre who will be filling out the CRB form.

Please check with the list below to see which of these documents you need to provide.

Can you produce any documents from **Group A**?

If **YES** – 3 documents must be seen, they can be 1 document from group A plus any two from Group A or Group B

If **NO** – Then 5 documents must be seen from Group B

*Those marked *must be less than 3 months old. Those marked ** must be issued within the past 12 months*

GROUP A

Passport, UK Birth Certificate, UK issued Driving Licence – showing current address. A photo card is only valid if shown with the counterpart licence, **EU Photo Identity Card, HM Forces ID Card, UK Firearms Licence.**

Group B

Marriage Certificate, Financial Statement** e.g. pension, endowment, ISA-*must show current address*, **Birth Certificate, Vehicle Registration Document, UK P45/P60 Statement ****, **Mail order catalogue statement *** *must show current address*, **Bank/Building Society statement *** *must show current address* **Court Claim form ****, **Utility Bill *** electricity, gas, water, telephone, *must show current address*, **Exam Certificate GCSE, NVQ, TV Licence **** *must show current address*, **Addressed Payslip*** *must show current address*

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Credit Card Statement * *must show current address*, **National Insurance Card,**

Store Card Statement * *must show current address*, **UK NHS Card**
Mortgage Statement ** *must show current address*, **Benefit Book** child al-
lowance or Pension, **Insurance Certificate** ** *must show current address*
Certificate of British Nationality, **Council Tax Statement** ** *must show cur-
rent address*, **Work Permit/Visa** ** *must show current address*
Connexions Card

Residence Record

If you have lived at your present address for less than 5 years you will be asked for all previous addresses going back 5 years.

NOTE: References and information about your financial or employment status are no longer needed.

PLEASE ALWAYS CHECK THE CRB FORM AFTER IT HAS BEEN FILLED IN TO MAKE SURE ALL THE INFORMATION SUPPLIED IS CORRECT OTHERWISE THERE WILL A DELAY IN PROCESSING AT THE CRB OFFICE.

CRB checks can take 6 to 12 weeks before a certificate is issued.

The CRB certificate will be forwarded to the individual with a notification of outcome sent to the organisation submitting the application. Please tell the organisation that you are volunteering for when you have received your CRB clearance.

To find out more about Volunteer Centres and the nearest one to you log onto www.volunteeringengland.co.uk

Outreach posts

West Dorset **drop-in sessions contact 07918639012 or 01305 269214**
Bridport area every Wednesday. Sherborne area every Thursday.
Dorchester areas every Monday. Other areas by appointment.

North Dorset drop in sessions contact 07918639011 or 01305 269214
These venues change according to demand so please phone for information

East Dorset please call 07552122710
Purbeck please call 07552122708

Main office

The Volunteer Centre,
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01305 269214

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