

NEXT STEP

Employers

If you are an employer and would like to do numerous Enhanced CRB checks please contact our Vetting Officers for a quote.

Individual Applications

If you are an applicant, the cost for the application will be:

£62.50 + VAT (£75.00 incl. VAT).

Once you have paid for your application, you will need to decide whether you will complete the application form online or whether you would like SSR[®] to manage this on your behalf.

Then:

- ensure you have the correct ID
- email your scanned ID & photograph (in full colour) to CRB@ssr-personnel.com
- indicate how you have paid.

Remember, that if you would like SSR[®] to manage the process on your behalf, you need to download and complete the Applicant Form, from our website, or contact SSR[®].

SAFEGUARDING SERVICES

With the ever demanding need for employers and applicants to provide CRB checks, our online checking service is

EASY to set up, **SIMPLE** to use and **FAST**.

We offer a service that is:

- Electronic
- Simple and fast to use
- Cost effective
- Updated via applicant portal
- User friendly

SSR[®] is not the Government Disclosure Service



SSR[®] Personnel

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CRB CHECKING SERVICE

ID REQUIREMENTS

Can applicant produce ANY documents from Group 1?

↓ YES

↓ NO

Then **only 3 Documents** need to be produced:
1 Document from **Group 1** PLUS 2 more from either Group 1 or 2 (1 document MUST include a current address)

Then 5 Documents need to be produced:
All from Group 2 (1 document MUST include a current address)

GUIDANCE ON PHOTOGRAPHS

As an additional security measure, the CRB Certificate issued, once the check is completed, will include a photograph of the holder.

So in addition to the listed documents to be produced for checking, the applicant must also provide a “passport style photograph” showing the head and shoulders against a white background. It must be clear and will be checked against documents provided.



Necessary Document Check Complete

GROUP 1

- A valid Passport
- A valid UK Driving Licence
- An original British Birth Certificate (issued within 12 months of date of birth)
- Valid Photo Identity Card (EU countries only)
- UK Firearms Licence

GROUP 2

- Marriage Certificate
- Non-Original UK Birth Certificate (Issued after 12 months of date of birth)
- Valid TV Licence
- Valid Insurance Certificate
- Certificate of British Nationality
- Valid Vehicle Registration Document
- National Insurance Number Card
- Exam Certificate (e.g. GCSE, NVQ)
- Connexions Card
- Valid NHS Card

GROUP 2 (continued)

LESS THAN 12 MONTHS OLD

- P45 / P60 Statement
- Store Card Statement
- Mortgage Statement
- British Work Permit / VISA
- Financial Statement (e.g. pension endowment, ISA)
- Child Benefit Book
- Court Summons

LESS THAN 3 MONTHS OLD

- Bank or Building Society Statement
- Utility Bill (electricity, gas, water, telephone - including mobile phone contract or bill)
- Credit Card Statement
- Correspondence or Documents from: The Benefits Agency, The Employment Service, The Inland Revenue or a Local Authority
- Mail Order Catalogue Statement
- Addressed Payslip