

# FACTSHEET



## How to check evidence for an OH form/CRB check

FS 13

### Introduction

This factsheet is designed to assist Club Committees in checking Occasional Helper (OH) Forms in order to apply for a CRB check, and putting the correct information on them from evidence provided. It is a requirement of SSAGO membership that everyone has a satisfactory criminal records check.

### Who can check the form?

Each club should have a designated member of their committee responsible for checking the forms. If you are an Indie member please contact the SSAGO Members' Officer ([members@ssago.org.uk](mailto:members@ssago.org.uk)) for help getting a form checked. Members of the National Executive Committee can check CRB forms but this is usually only done for clubs in exceptional circumstances at National Events.

### Checking the form

Read through the form several times to ensure that relevant boxes are ticked. Common returns occur due to the gender box not being ticked and there being gaps in address history.

### Checking evidence

It is essential that the Identity checker section is filled in correctly so take time to check the evidence and enter exactly the correct details. Evidence required is split into two groups. If an applicant has evidence from Group 1 then 3 documents in total are required:

one from Group 1 plus any two from either Group 1 or Group 2. If they do not have a document from group 1 then five documents from Group 2 must be provided.

The documents in each group are:

#### Group 1

- Passport (any nationality)
- UK Birth certificate (full or short form)
- UK issued Driving Licence - photocard is only valid with the counterpart licence
- EU photo Identity Card
- HM Forces ID Card
- UK Firearms Licence
- Adoption Certificate

#### Group 2

- Marriage/Civil Partnership certificate
- Financial statement, eg pension, endowment, ISA \*
- Birth certificate
- Vehicle registration document (document V5C only)
- UK P45/P60 Statement \*\*
- Mail Order Catalogue Statement \* #
- Bank/Building Society Statement \* #
- UK Court Claim Form \*\*
- Utility Bill \* #
- Exam Certificate
- TV Licence \*\*
- Addressed Payslip \*
- Credit Card Statement \* #
- UK National Insurance card
- Store Card Statement \* #
- UK NHS Card
- Mortgage Statement \*\* #
- Benefit Book Statement
- Insurance Certificate \*\*
- UK Certificate of British Nationality

- UK Council Tax Statement \*\*
- UK Work Permit/Visa \*\*
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK) \*

\* documentation should be less than three months old

\*\* issued within past 12 months

# if you intend to use more than one document of this type ensure that it is from a different organisation, Internet documents are not acceptable.

### **Filling in the Identity checker section**

The easiest documents to use are a passport and driving licence along with a national insurance card, as if these are owned it becomes mandatory for the applicant to fill these details in.

The form asks you to confirm that you have seen the relevant documents as set out above, and list the documents that you have seen.

The documents must be originals.

At least one document must confirm the applicant's current name.

At least one document must confirm the applicant's date of birth

If a continuation form has been used this must be signed by the evidence checker. For your group state your group name, for district and county/area state SSAGO.

The OH form also asks for your Scouting membership number. All members who have been CRBed through SSAGO/Scouting will have a membership number. If this number is not known either contact the Members Officer (who has a record of some numbers) or contact the Scout Association directly.

### **Further Help**

If you require any further help then contact the SSAGO Members' Officer (members@ssago.org.uk). They would much prefer a few questions than CRB forms being returned having not been filled in correctly. Local members of Scouting and Guiding will have plenty of experience filling in such forms so seek advice from them as well.