Instructions on how to apply for a CRB (DBS) check

To start your CRB (DBS) check online by visiting www.crbcheck.info; this is a website for Cataphract; the company which will carry out your CRB check.

1. When you get to the website click on the “Applicants” section

2. Once the “Applicants” section opens, there is a link at the bottom for you to click on to begin your application e.g. ‘To begin an application please click here’

3. Once “The Disclosure” section opens, information regarding the different levels of Criminal Record Check will be detailed, once you have finished reading, click the "Next >>" button at the top right of the page.

4. Once “The Process” section opens, information regarding ‘what happens next?’ will be detailed, once you have finished reading, click the “Next >>” button.

5. Once “The Information” section opens, you can read details of the information you must have to hand before you begin completing the application form. Once you have finished reading and have checked you have all the information you need, click the “Next >>”.

6. Once “The Documents” section opens, you can read details of the documents you must have to hand before you begin completing the application form. Once you have finished reading and have checked you have all the documents you need, click the “Next >>” to start completing your application.

7. Once “Apply Online” section opens click Begin Application

8. Once the Disclosure Form opens, click start and read the Terms and Conditions

9. You have confirmed your agreement to the Terms and Conditions you will be taken to the Detail of Position page.

10. Click “Yes, I have been given an ID number” and enter the account number 100258 and click proceed.

11. One the next page select “Child Safety Instructor” from the dropdown list and click the “Proceed” button.

You will need the following information to start your application:

- Full name and changes in name
- Addresses over the past 5 years
- Date and place of birth
- National Insurance Number
- Contact phone number
- Details from three pieces of ID such as passport, driving licence and utility bill.
Once you receive your form from Cataphract:

1. You will need to sign the form and take a photocopy of your original identity documents prior to taking to any UK Post Office or ‘Responsible Person’ for verification.

2. The Post Office or ‘Responsible Person’ will check your ID and stamp/sign the photocopy to confirm their verification of your documents, but will not take them from you.

3. Once the photocopy has been stamped/signed, you will need to post to Cataphract along with the signed form.

**Please Note:**

- There is a charge of £7.15 payable to the Post Office for this service, ‘Responsible Person’ fees may vary; these can be claimed back via your line manager.

- Your CRB (DBS) will not be processed until your form and verified photocopy of documents have been received by Cataphract; you must arrange verification of your documents within two weeks of receiving the paperwork

- Once Cataphract have received your form and verified documents it can take at least 6 weeks for you to receive your certificate.

- Once you received, can you please ensure you take a copy of your CRB (DBS) certificate and either email or post to the following;
  - **Email:** talking.tacs@dhl.com
  - **Address:** Talking TACS, Ocean House, The Ring, Bracknell, Berkshire. RG12 1AN

- You will be required to bring your original CRB (DBS) certificate when attending your TACS training session, so please keep in a safe place.

If you would like more information about the CRB process please visit [www.crb.homeoffice.gov.uk](http://www.crb.homeoffice.gov.uk)