

Providing a Disclosure.

1 **You already hold a Disclosure Certificate issued through another Registered Body.**

Unfortunately, we no longer accept Disclosures which have been issued through other registered bodies. In order to complete your registration on the British Orienteering Database you will need to have a valid Disclosure Certificate issued through British Orienteering.

2 **You already hold a Disclosure issued through British Orienteering, but it is over 3 years old.**

Unfortunately, Disclosure Certificates only have a limited lifespan and you do need to supply an up to date Certificate. Please follow the instructions below.

3 **You do not possess a valid Disclosure Certificate.**

You need to follow the instructions given below.

In England and Wales, Disclosure Certificates are provided by the Criminal Records Bureau.

Obtaining a Disclosure Certificate involves contacting the Bureau, giving them some information designed to establish your identity, before they provide you with a pre-prepared form. That form has to be signed by the applicant before being processed and countersigned by a Registered Body, in this case British Orienteering.

Application Line Telephone	0870 90 90 844
Type of disclosure	Enhanced

Information that you need to have at hand:

Name, Address including how long you have lived there, Telephone Number, National Insurance Number, Place of Birth, and Date of Birth.

NB If you are a student it is wise to use your home/parents address.

You will also need to tell them:

Who has asked you to provide the Disclosure Certificate?

- 1 If you are a British Orienteering Employee, a British Orienteering Accredited Coach or a Volunteer on a British Orienteering Junior Tour then you need to tell them what the position is and that British Orienteering have asked you to provide a Disclosure Certificate.
- 2 If you are none of the above then you have been asked by your Association or your Club and you must give them details of that Association or Club in addition to details of the position.

In what capacity the Disclosure is provided?

Volunteer

Who will countersign the application form?

British Orienteering Federation

The reference number for your Registered Body (BOF)

2029 290000 8



When you receive the form:

Complete any relevant sections and sign it before having your identity checked using the documents detailed in the guidance to applicants. **Please pay close attention to what is acceptable!**

PLEASE NOTE: The advice given on the CRB application form states that, once completed, forms should be 'passed to the person who provided the form'. In this context this means the body which requested or administered the form e.g. British Orienteering. Please DO NOT send completed forms to the CRB. Please send to British Orienteering National Office with identity documents. If your identity documents have been verified by a regional checker then post just the form to the British Orienteering National Office.

Identity Checking

- 1 Send the form, with the relevant documents (recorded delivery is recommended) to the British Orienteering office marked **confidential for the attention of Janine White**. The documents will be checked and returned the following day by recorded delivery.
- 2 Arrange with Janine or one of the authorised checkers, available in each Association of England and Wales, to meet at an event so that the process can be completed. A list of checkers is available from the British Orienteering National Office.

What happens next?

The completed and countersigned form will be sent by British Orienteering to the CRB for processing. The Certificates are normally sent out within 20 to 30 days. One copy to the applicant and one copy to the registered body i.e. British Orienteering.

NB At all times your application and any information relating to it and the subsequent certificate will be handled in accordance with the CRB Code of Practice. (Copies of the code may be obtained from the British Orienteering Designated Protection Officer)

If you live in Scotland or Northern Ireland or have any problems with the above information please contact:

Janine White at the British Orienteering Office on 01629 734042 or jwhite@britishorienteering.org.uk