



# English Goju-Ryu Karate-Do Association

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## **Criminal Records Bureau (CRB) Disclosure Service**

The EGKA has elected to use an online intermediary CRB checking service run by Cataphract, which can be found at [www.crbcheck.info](http://www.crbcheck.info).

Applying for a CRB check requires strict observance of the rules governing the way an application form is prepared and submitted. Unless strict compliance is observed there is a high probability an application will fail. For example, an application form will be rejected if it not completed in black ink or if a single character goes outside the designated box. Cataphract provide a service that reduces a complex application process into a series of easy steps for applicants to follow. This reduces the chance your application will be rejected by the CRB authority because of a silly typo error or omission of detail.

### **Summary of the procedure:**

1. You will first need to assemble the personal information you will be asked to provide as part of the online application process.
  1. Your full name and any changes in name,
  2. Addresses over the past 5 years,
  3. Date and place of birth,
  4. National Insurance Number
  5. A convenient contact telephone number and a convenient time for contact,
  6. Details of the three required proof of identity documents you will later need to provide at the Post Office (e.g. passport, driving licence, utility bills, etc) – See point 5.
2. You will next need to visit the Cataphract website at [www.crbcheck.info](http://www.crbcheck.info) and click on 'Applicants'. You will then be guided through a series of steps that will enable the online system to assemble and check that you have supplied all the correct information.
3. We anticipate most instructors will submit themselves for a **Volunteer's CRB Check** at a total cost of **£29.38** after accounting for Post Office fees. This will meet the requirements of the EGKA.
4. In Section B of the online application process, applicants will need to enter the **EGKA Account Number 101024**. This will enable the EGKA to manage and track the application through the various stages of the process from application to issue of the final report by the CRB.
5. **Proof of Identity documents.** Part of the CRB check is proving your identity. One of the steps you will be asked to complete during the online application, is to enter specific details of the three documents you intend to supply to prove your identity. It is essential you accurately record every requested detail of the documents you are going to later present at the Post Office.



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5. A full list of the type of documents you can use are given during the online application, but originals of your passport, driving licence, birth certificate, recent bank statements or a utility bill will cover the more convenient choices you can make. Just make sure you possess the originals.
6. Once you have completed the online application, you may be telephoned by our Cataphract manager who will go through the application and double check any details.
7. You will also be asked to pay a fee to Cataphract by credit or debit card.
8. Cataphract will then check the details of the submission and post you a copy of the completed application form for you to take along to a Post Office, together with the three pieces of ID you nominated in the online application.
9. The Post Office counter assistant will complete the final stage of the Personal Identity Check for a further fee of £10.00 and then arrange for the form to be sent back to Cataphract. They in turn will carry out a final check and then submit your application to the CRB.
10. Within four weeks you and the EGKA should receive a copy of the CRB Check report in the post. We can go online and review the progress of the application at any stage.

### COMPLIANCE

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess an applicant's suitability for membership or a position of trust, EGKA complies fully with the CRB Code of Practice and undertakes to treat all applicants for such positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

### FAIRNESS

The EGKA is committed to the fair treatment of its members whether they are instructors, potential instructors, or member users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.

### ACCESS TO POLICY

We have written policy on membership of the EGKA by ex-offenders, which is made available to all disclosure applicants at the outset of any application for membership or a position of trust within the organisation. A copy of this policy can be requested from the EGKA secretary.