



Due Diligence Checking Ltd

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Client Request for Due Diligence Checking Limited to act as a CRB Umbrella Body for the purpose of obtaining Disclosures

..... hereby appoint Due Diligence Checking Limited (DDC) to act in their capacity as a Registered Umbrella Body for the Criminal Records Bureau and Scottish Criminal Records Office to apply for Disclosures on our behalf for persons named by us who are applying for or currently in roles which are exempted from the Rehabilitation of Offenders Act 1974.

On receipt of the Applicant's details and DDC's fee of £16.00 + VAT plus appropriate CRB or SCRO fee DDC will initiate the process of obtaining the requested Disclosure directly with the Applicant, providing our nominated contact (named below) with the status of that process upon request.

On receipt of a Disclosure DDC will provide confirmation of its number and issue date plus any content to our nominated contact and store the Registered Body copy of the document in accordance with the CRB Code of Practice and current Data Protection legislation.

In the event that the applicant disputes the contents of the Disclosure, DDC will make them aware of the CRB process for resolving disputes relating to information contained in Disclosures.

We are aware of the contents of CRB/SCRO Code of Practice for the use and dissemination of information contained in Disclosures and agree to abide by it.

In accordance with the CRB/SCRO Code of Practice we attach a copy of our policy for the Employment of ex-Offenders which will be provided to the Applicant**

.....Signed

We hereby adopt the policy for the Employment of ex-Offenders that DDC has provided which complies with the CRB/SCRO Code of Practice and which will be provided to the Applicant**

.....Signed

** Delete where applicable

When submitting the details of an Applicant we will provide a description of the role sufficient for DDC to confirm that it is exempted from the Rehabilitation of Offenders Act 1974 and that a Standard or Enhanced Disclosure is warranted. We will also state whether the role is paid or voluntary under the CRB definition.

We have read and agree to the DDC Terms and Conditions of Trading shown overleaf.

Our Nominated Contact for DDC is:..... E-mail address:.....

Signed	Organisation Address.....
Name.....
Position.....
Date	Telephone Number