

# Online CRB application system available

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## CRIMINAL RECORDS BUREAU CHECKS

### Online Application System Now Available!

All qualified and registered Table Tennis coaches operating within England are required to obtain a Criminal Records Bureau (CRB) certificate which must be renewed every 3 years.

The ETTA is changing to an online CRB application system which will make it cheaper, faster and easier to obtain an Enhanced Disclosure Certificate. Coaches may still use the current paper based application through the ETTA office until 14<sup>th</sup> November 2012, at the current cost of £19 (excluding CRB fee where appropriate and ID verification). After that date those wishing to apply via a paper version will need to apply to TMG direct (see Option 2 below). As a comparison the tables below show the costs using the new online system (option 1 below) as compared to future paper applications:

Costs available from 15<sup>th</sup> November 2012:

	TMG CRB Admin Fee	CRB fee (paid coach only)	Post Office ID verification	ID sent by Royal Mail Special Delivery
Paper Application	£25.00	£44.00	£7.15	£11.80
Online Application	£12.60	£44.00	£6.00	N/A

- Online application will cost **£18.60** (excluding CRB fee where appropriate)
- Paper application will cost between £32.15 and £36.80 (excluding CRB fee where appropriate)
- Using the online application service will save at least £13.55 per application.

Option 1: Online Application to TMG

**Please note:** To apply online you will need an email address and access to a printer.

1 Go to [www.online.tmgcrb.co.uk](http://www.online.tmgcrb.co.uk) and click REGISTER

2 Enter **Org PIN** and the **Secret Word** as in the table below, tick the box to confirm you are registering as either an ETTA volunteer or non-volunteer. (ETTA employees should contact the National Coaching Administrator for instructions how to proceed).

	Volunteer*	Non-volunteer
Org PIN	108435	108443
Secret Word	Hastings	Battle
Org Name (tick to confirm)	ETTA Volunteers	ETTA non-volunteers

\*CRB defines a volunteer as "any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative." To qualify as a volunteer the applicant must not receive any payment (except

for travel and other approved out-of-pocket expenses), be on a work placement or be on a course that requires them to do this job role, or be in a trainee position that will lead to a full time role/qualification.

**3** Enter your email address and create your password, then enter the security text as required and click 'Register'.

**4** Enter the Org PIN, email address and password created as part of the registration process and LOGIN.

**5** Complete personal details online. Help text is available on the right hand side of the screen.

**6** Select Identity Documents (ID) for verification using the online help tool. Please ensure details are entered carefully to avoid rejection at the Post Office.

**7** Print off the **TMG CRB ID** Verification Form

**8** Take chosen original ID to be verified at a participating Post Office. (A full list can be found at <http://www.postoffice.co.uk/branch-finder>. Select 'CRB & ID Verification Service' from the drop down list to find those currently offering the service.

**9** Pay for the CRB application and ID verification at the Post Office

TMG CRB will check the application before submitting the application to CRB for further processing. ***This processing typically takes up to 10 working days.*** Upon completion, the CRB will issue a copy of the CRB Disclosure to you direct. TMG CRB will forward the Disclosure result to ETTA.

#### Option 2: Paper Application to TMG

If you wish to complete a paper application form please contact TMG directly by email [crb@tmgcrb.co.uk](mailto:crb@tmgcrb.co.uk) or call the helpline on 0845 251 5000. TMG will include an address label for you to return the CRB application form to them. **Please note** that completed CRB forms should NOT be sent to the ETTA.

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