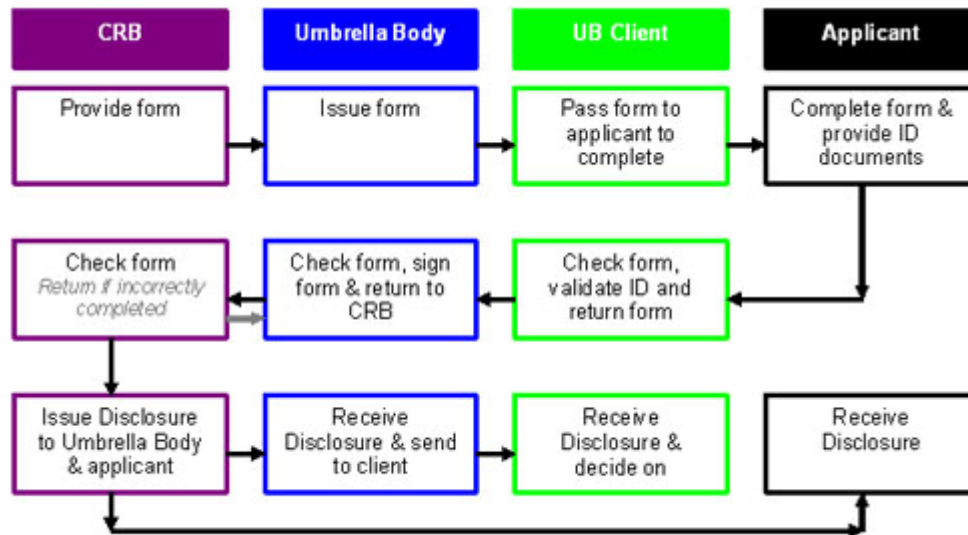


Process for CRB check with VAE

As an Umbrella Body VAE acts as an intermediate between the CRB and the employing or volunteer using organisation. An overview of the interaction between the three parties is as follows:



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- **Step 1.** The **CRB** provides the application form to the **Umbrella Body (UB)**.
- **Step 2.** The **UB** issues the application form to the **UB client**.
- **Step 3.** The **UB client** passes the application form to the **applicant** to complete.
- **Step 4.** The **applicant** completes the application form and provides ID documents to the **UB client**.
- **Step 5.** The **UB client** checks the application form, validates the ID and returns the application form to the **UB**.
- **Step 6.** The **UB** checks the application form, signs the application form and returns it to the **CRB**.
- **Step 7.** The **CRB** checks the application form. *If the application form is incorrectly completed the CRB returns the application form to the UB. (Back to Step 6).*
- **Step 8.** The **CRB** issues the Disclosure to the **UB** and the **applicant**.
- **Step 9.** The **UB** receives the Disclosure and sends it to the **UB client**
- **Step 10.** The **UB client** receives the Disclosure and makes a decision on employment.

NB An applicant can track their CRB application via the CRB website