

## FEDERATION OF ENGLISH KARATE ORGANISATIONS

### New CRB procedures

#### Step 1.

To order a CRB form - contact Alan Carruthers by phone 0115 9250167 or by email [alan@feko.co.uk](mailto:alan@feko.co.uk)

The following is required –

- a. full name and full address of applicant(s) including the post code;
- b. telephone number;
- c. date of birth;
- d. state if they are a volunteer Instructor or helper or paid Instructor or helper.

#### Step 2.

A CRB disclosure form will be sent to the applicant from APCS the company we have made arrangements with for processing our membership.

#### *For the applicant:*

#### Step 3.

- In B 13 on the form position applied for:  
If unpaid put - Volunteer Karate Instructor or Karate volunteer helper or if not karate put Martial Arts.  
If paid put - Registered Karate (Martial Arts) Instructor.
- B 14 In Organisation name put - FEKO International the address is not needed.

#### Step 4.

Complete the CRB form and take it to a Post Office along with the documents required. The Post Office will check your documents and complete the Post Office checking form which APCS have provided. These forms, along with your cheque (see costs) will then be sent to APCS. You will pay the Post Office £5.00 plus the cost of a first class stamp. Your documents will be given back to you. You may also pay by credit card direct to APCS.

If you make a note of the CRB forms reference number you will be able to check its progress on the CRB's web site. (Allow time for the process to start).

You will receive a CRB disclosure direct from the CRB; Alan Carruthers will receive a copy of this on behalf of FEKO (the same as before). His copy will be destroyed after a few months.

#### Costs.

- Enhanced disclosure for paid positions £66.55. Cheque required by APCS £66.55 inclusive of ID checking.
- Enhanced disclosure for unpaid positions £30.55. Cheque required by APCS £30.55 inclusive of ID checking.
- Pay the Post Office £5.00 plus the cost of a first class stamp.

This service is dearer than FEKO charged but You will not now have to pay special delivery charges and your documents will no longer leave you possession.

Any questions please contact Alan Carruthers, Chair FEKO