**ORGANISATION REGISTRATION FORM**

**DATE:**

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Website Address** |  |
| **Organisation Registered Address**  **Company Registration / Charity Number**  **VAT Number** |  |

|  |  |
| --- | --- |
| **Who will be the main contact / primary identification checker?** |  |
| **Main Contact (including title)** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Position** |  |

|  |  |
| --- | --- |
| **Secondary Contact (including title)** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Position** |  |

Do you also require the Secondary Contact to have login details YES / NO

|  |  |
| --- | --- |
| **(For Scottish Basic Disclosure Certificates Only) The address where you would require your Disclosure Certificates to be sent to, if different from the registered address** |  |
| **Name and Email address to send all invoices to** |  |

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| --- | --- |
| **Please provide Information about your organisation and what type of job roles you will be checking, this will help determine what level of checks your employees are eligible to apply for**  **(e.g. Tutor, Electrician)** |  |

|  |  |
| --- | --- |
| **What type of establishments will you be working on?**  **(e.g. Hospitals, Schools)** |  |

|  |  |
| --- | --- |
| **Where did you hear about us?** | **Please indicate below** |
| **Social Media (Please State)** |  |
| **Recommended** |  |
| **Government Website** |  |
| **Online Search Engine (Please State)** |  |
| **Dbs.co.uk website** |  |
| **Other (Please State)** |  |

|  |  |
| --- | --- |
| **Who dealt with your enquiry?** |  |

|  |  |
| --- | --- |
| **Comments and feedback on initial contact** |  |

If you are unable to send back to us via email please find our address below to send in the post.

**Criminal Records Services Ltd**

**Suite 2, Leigh Wharf**

**Canal Street (Off Twist Lane)**

**Leigh**

**WN7 4DB**

Criminal Records Services Ltd would like to thank you for your interest. Please return this registration form back to Criminal Records Services.

Form 9 Issue 5