



Criminal Records Services Ltd.

www.criminalrecordsservices.com

Specialists in processing UK DBS Checks & International Criminal Records Checks

Suite 2, Leigh Wharf, Canal Street (Off Twist Lane), Leigh, Greater Manchester WN7 4DB

Telephone: **+44 (0)1942 609365**

Email: enquiries@criminalrecordsservices.com

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

Registered Office: 48 Hulme Road, Leigh, Greater Manchester WN7 5BS

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Company Registered in England No. 5838496 VAT Reg. No. 90 3643 441 Directors: W. Melling, M.A. Melling



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(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	

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 <u>eligible</u> to apply for (e.g. Tutor, Electrician)	
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What type of establishments will you be working on? (e.g. Hospitals, Schools)	
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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?	
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Comments and feedback on initial contact	
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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

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