



TERMS OF BUSINESS FOR UMBRELLA DISCLOSURE SERVICE
CURRENT PRICES

W & P supply customized disclosure application forms; these must be returned to W & P and must not be sent to any other body. Return to W & P for processing when completed.

Section Y must be left blank because the W & P Counter signatory completes section Y, signs and forwards to the CRB.

Unused or spoilt forms must be destroyed.

The person completing section X is responsible for checking the documents presented by the applicant and that the applicant has correctly completed the form.

Disclosure information will be received by the applicant from the CRB, and also by W & P who will pass these copies to the requesting organization for their retention as part of their staff records. Retention of forms must comply with CRB regulations.

W & P take no part in the employment decision.

Cost per Disclosure Application

Disclosure Type	CRB Charge	W & P Administration Charge	Total to send to W & P
Standard	£31	£12	£43
Enhanced	£36	£12	£48
Volunteer	£0	£12	£12
Return for Correction)*	£0	£12	£12
POVAfirst	£6	£10	£16

*Charged when a form is returned to the applicant for correction.

An initial joining fee of **£5.00** is required for W&P Training to act as your umbrella body.

A cheque for the appropriate fee made payable to **W & P Training** must accompany completed or corrected forms returned to W & P unless other arrangements have been made.



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