



DIP 014 - How to Change your Registration Details

It is the responsibility of all Registered Bodies to keep the CRB informed about any material changes to their registration. If any of the following elements of your registration change, please let us know in writing, on letter headed paper, addressed to;

CRB Registration Team
PO Box 110
Liverpool
L69 3EF

Please include your organisation's Registered Body number and, if applicable, the Countersignatory(ies) reference number(s).

- Your organisation no longer wishes to be registered with the CRB
- Your organisation wishes to become, or cease to be, an Umbrella Body
- Your Lead Countersignatory is leaving (or has already left) and needs to be replaced by another person
- A Countersignatory(ies) is leaving or no longer performs this role
- Your organisation changes its name and/or address
- A Countersignatory changes their name, signature and/or address
- The Lead Countersignatory changes their name, signature and/or address

Failure to keep your registration up to date may result in delays to the service that we provide, and may result in the cancellation of your registration.

How to change your registration details

Depending upon the change required, please take the following steps as outlined below:

a) Your organisation no longer wishes to be registered with the CRB

The Lead Countersignatory (or if not able a person equivalent to the level of Director) should write to the CRB, quoting the organisation's Registered Body number, confirming that the organisation no longer wishes to be registered with the CRB, stating the effective date for change.

The CRB will remove your organisation from the register, together with all associated Countersignatories, and confirm this in writing.

b) Your organisation wishes to become, or cease to be, an Umbrella Body

If your organisation wishes to become an Umbrella Body, you must first read '[Umbrella Body Guidance](#)'. If you decide to become an Umbrella Body you must then complete the questionnaire at www.crb.gov.uk/ubrequests. This request will be validated by the CRB and you should then receive a confirmation letter. This will not affect your Registered Body Status with the CRB.

If your organisation no longer wishes to offer an Umbrella Body service or change your Umbrella Body entry on the database, a Countersignatory must complete the questionnaire at www.crb.gov.uk/ubupdate. This request will be validated by the CRB and you should then receive a confirmation letter. This will not affect your Registered Body Status with the CRB.

c) Your Lead Countersignatory is leaving (or has already left) and needs to be replaced by another person

If the proposed Lead Countersignatory is an existing Countersignatory, the Lead Countersignatory (or if already left, a person equivalent to the level of Director or a Countersignatory) should write to the CRB informing us of the departure of the Lead Countersignatory (quoting the organisation's Registered Body number and Lead Countersignatory's registration number) and the promotion of the Countersignatory, stating the dates the change is to be effective from.

If the proposed Lead Countersignatory is not an existing Countersignatory The Lead Countersignatory (or if already left, a person equivalent to the level of Director or a Countersignatory) should write to the CRB (quoting the organisation's Registered Body number and Lead Countersignatory's registration number) informing us of the departure of the Lead Countersignatory.

The CRB will then send a Countersignatory application form to the proposed Lead Countersignatory. The proposed Lead Countersignatory should complete all parts of the form and sign it in sections D70, D71 and E84. The completed form should then be returned to the CRB along with the original identity documents as recorded in Section E and the Countersignatory fee (see 'ID Checking Process' DIP 002 fact sheet for details). If you have Payment on account, this fee will be invoiced.

d) A Countersignatory(ies) is leaving or no longer performs this role

The Lead Countersignatory (or if not able a person equivalent to the level of Director or a Countersignatory) should write to CRB informing us of this change, quoting the organisation's Registered Body number together with the name and registration number(s) of the Countersignatory(ies), stating the date this change will be effective from. The CRB will then remove the Countersignatory(ies) from the register and confirm this in writing.

e) Your organisation changes its name and/or address

The Lead Countersignatory (or of not able a person equivalent to the level of Director) should write to CRB stating the old and new details together with a list of those Countersignatories affected, quoting their Countersignatory numbers and stating the date this change will be effective from.

f) A Countersignatory changes their name and/or signature

The Lead Countersignatory should write to CRB stating the reason(s) for this change. The CRB will then send a Countersignatory application form to the Lead Countersignatory. This form should be completed by the Countersignatory. For a change of name the Lead Countersignatory in Section E needs to record the document which confirms the change of name, e.g. marriage certificate, divorce certificate or change of name by Deed and sign the Countersignatory application form. Please note that an administrative charge is made for this change (equivalent to the Countersignatory fee). If you have Payment on Account, this fee will be invoiced, otherwise please submit the payment together with your form.

g) The Lead Countersignatory changes their name and/or signature

The Lead Countersignatory should write to CRB stating the reason(s) for this change. The CRB will then send a Countersignatory application form to the Lead Countersignatory. This form should be completed by the Lead Countersignatory. For a change of name, in Section E the Lead Countersignatory only needs to record the document that confirms the change of name, e.g. marriage certificate, divorce certificate or change of name by Deed. Please include the original document with your completed form. Please note that an administrative charge is made for this change (equivalent to the Countersignatory fee). If you have Payment on Account, this fee will be invoiced, otherwise please submit the payment together with your form.

If you are unsure about any of the above, please contact the CRB Registration line and we will advise on what to do.