ISA Registration number – briefing note for Regulators

Purpose

1. To explain how the ISA Registration number will be constituted and to provide details of the internal checksum in order that Regulators can, if they wish, incorporate this into their IT systems.

Background

2. A unique number – the ISA Registration number – will be issued to those who register with the Vetting and Barring Scheme. This number will be submitted (along with name and date of birth) by employers and Regulators when they are expressing an interest in a Scheme member. This will ensure that they are updated in the event of relevant activity in relation to that individual – for example, where the individual became barred from working with children or vulnerable adults.

Format of the ISA Registration number

3. The ISA Registration number will be a 16 digit, non-sequential number. The number will be a simple string of 16 digits and individuals will be asked to provide the number in that format when filling in the CRB disclosure application form (eg where they are applying for a disclosure and are already registered with the Scheme).

4. However, it is worth noting that the number will – where possible – be presented in 4 blocks of 4, as illustrated below:

8416 3970 5261 0123

5. This is done for ease of use and will be used wherever possible – for example, in correspondence, such as when an individual is being considered for barring.

6. It is important to note that the VBS systems will be able to support the ISA Registration number being submitted in either form <u>provided</u> the number is contained within a single field (not spread across 4) and no additional characters have been inserted (eg dashes or spaces between the 4 groups of 4).

7. The penultimate set of 2 digits (ie. **8416 3970 5261 <mark>01</mark>23**) indicate where the individual's application to join the Scheme was submitted. This is as follows:

   - 01: application submitted in England and Wales
   - 02: application submitted in Northern Ireland
   - 03: application submitted to the Scottish Scheme.

Inclusion of Checksum

8. The final 2 digits of the ISA Registration number operate as a checksum – this means that a calculation can be used to confirm that the number is configured

correctly. This does not confirm that the number was issued in relation to that individual – simply that it conforms to the format of an ISA Registration number. As a result, this should identify any errors in recording the number.

9. The checksum is calculated as follows:

   - treat the number as a sequence of eight two-digit numbers;
   - add the first seven of these two digit numbers together
   - the checksum (i.e. the eighth two digit number) is set to the last two digits of the sum total.

10. For example, to check that the ISA Registration number 5671 3487 2212 0183 is valid the calculation is as follows:

$$\textbf{sum} = 56+71+34+87+22+12+01 = 283$$

$$\textbf{Checksum} = \text{last 2 digits} = 83$$

Conclusion

11. Given that you will be gathering ISA Registration numbers in significant volumes, you will wish to consider incorporating this into your IT system design. This will allow you to identify any recording errors when your members submit the number to you.

12. However, it is important to note that the Scheme will identify any errors of this sort when you submit the number, so any errors would still be identified and you would still be alerted if you chose not to use the Checksum.