



Digital Portal: Application to register a care service – Individual applicant

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 - You, registration and the law
 - Disclosure Scotland
 - Definitions of care service types
 - Scottish Social Services Council (SSSC)
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Before you begin

Provider entity type

Application number RA003

Version 1.4

On the **Provider entity type** page, you are required to select who will be providing the care service

Who will be providing the care service?

Individual

Organisation

For this example we will select **Individual** and click to save and continue

Save and continue Save as draft [Exit without saving](#)

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Before you begin

Register a care service

Application number RA003

Version 1.4

Now that we have identified the **Provider entity type**, the links to complete the registration form are made available in the navigation bar

What type of care service are you applying for?

- Support service
- Care home service
- School care accommodation service
- Nurse agency
- Childcare agency
- Secure accommodation service
- Offender accommodation service
- Adoption service

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Request advice

Home > Overview > Edit

Before you begin

Register a care service

Application number RA003

Version 1.4

First we need to declare what type of care service we wish to register.

We will choose **Childminding service** for this example. Then click the **Save and continue** button.

What type of care service are you a

- Support service
- Care home service
- School care accommodation service
- Nurse agency
- Childcare agency
- Secure accommodation service
- Offender accommodation service
- Adoption service
- Fostering service
- Adult placement service
- Childminding service

The provider of a childminding service is a person that looks after at least one child (up to the age of 16 years) for more than a total of two hours per day. They are 'rewarded', in money or kind, to look after the child on domestic premises (usually their own home). It does not include:

- caring for children closely related to you
- fostering children
- caring for children in their own home.

It may though include caring for children over weekends and/or holiday periods who attend boarding school.

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 - Bankruptcy and sequestration
 - Invoicing contact details
- ▶ [Details of the service](#)
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Details of the applicant

Details of an individual applicant

Application number

Now we can start to enter information into the rest of the registration form

Version 1.4

Your details

We will use this information as your contact details and also to identify you as the registered provider on the Certificate of Registration.

First name

Middle name or other names (optional)

Surname

Postcode

DD1 4NY Find address

Please select your address

Address line 1

Address line 2 (optional)

Address line 3 (optional)

Town or city

Postcode

Wherever you are required to enter an address, you can simply type in the postcode and click the **Find address** button

Postcode

DD1 4NY Find address

✓ Please select your address
Office Of The Scottish Charity Regulator,Second Floor,Quadrant House, 9 Riverside Drive,Dundee,DD1 4NY
Scottish Commission For The Regulation Of Care,Compass House,11 Riverside Drive,Dundee,DD1 4NY

Address line 1

Address line 2 (optional)

Address line 3 (optional)

Town or city

Postcode

Select the correct address from the dropdown menu...

Postcode
DD1 4NY Find address

Scottish Commission For The Regulation Of Care,Compass House,11 Riverside Drive ▾

Address line 1
Scottish Commission For The Regulation Of Care

Address line 2 (optional)
Compass House

Address line 3 (optional)
11 Riverside Drive

Town or city
Dundee

Postcode
DD1 4NY

And the address fields will be populated automatically

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 - Bankruptcy and sequestration
 - Invoicing contact details
 - ▶ Details of the service
 - ▶ Details of the manager
 - ▶ Summary

Home > Overview > Edit

Details of the applicant

Employment history

Application number RA003205

Version 1.4

Have you been in employment?

Yes

No

Save and continue Save as draft [Exit without saving](#)

Always remember that you can jump to the different sections of the form using the links in the navigation bar

Application Stages

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Home > Overview > Edit

Details of the applicant

Employment history

Application number RA003205

Version 1.4

Clicking on the **Summary** link is useful for checking which pages have been completed and which still need to be done

Have you been in employment?

Yes

No

[Save and continue](#) [Save as draft](#) [Exit without saving](#)

Application summary

Review your information

Application number RA003216

Before you begin

Guidance on applying	COMPLETED
You, registration and the law	COMPLETED
Disclosure Scotland	COMPLETED
Definitions of care service types	COMPLETED
Scottish Social Services Council (SSSC)	COMPLETED
Data protection statement	COMPLETED
What happens next?	COMPLETED
Provider entity type	COMPLETED
Register a care service	COMPLETED

Details of the applicant

Details of an individual applicant	COMPLETED
Employment history	COMPLETED
Qualifications	COMPLETED
References	AVAILABLE TO START
Convictions and prosecutions	AVAILABLE TO START
Previous involvement in care services	AVAILABLE TO START
Invoicing contact details	AVAILABLE TO START

Details of the service

Details of the service

Service name and contact details	AVAILABLE TO START
Beginning the service	NOT YET AVAILABLE
Statement of aims and objectives	NOT YET AVAILABLE
Information about people who will use the service	NOT YET AVAILABLE
Staffing	NOT YET AVAILABLE
Policies	NOT YET AVAILABLE
Evaluating the service	NOT YET AVAILABLE
Financial information	NOT YET AVAILABLE
Insurance details	NOT YET AVAILABLE

Details of the manager

Appointment of a manager	AVAILABLE TO START
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! You must complete all the pages before you can pay for and submit your application.

[Pay and submit](#) [Cancel](#)

Pages labelled **NOT YET AVAILABLE** will become available when you have provided the information required for them to become active

Application Stages

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 - ✓ [References](#)
 - ✓ [Convictions and prosecutions](#)
 - ✓ [Previous involvement in care services](#)
 - ✓ [Removals and disqualifications](#)
 - ✓ [Bankruptcy and sequestration](#)
 - Invoicing contact details**
- ▶ [Details of the service](#)
- ▶ [Details of the manager](#)
- ▶ [Summary](#)

Home > Overview > Edit

Details of the applicant

Invoicing contact details

Application number: [redacted]
Version 1.4

Please choose whether you want to be invoiced as a provider or as a service

I want to be invoiced as a provider
For any services you provide invoicing will default to these details

I want to be invoiced as a service
These details will be used for this service only

Do you want the invoice for annual continuation fees to be sent to the same address you provided on the 'Details of an individual applicant' page?

Yes

No

On the **Invoicing contact details** page, select the **Yes** option here if you would like to automatically enter the details you have already provided in the **Details of individual applicant** page

Application Stages

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- ▶ [Details of the applicant](#)
- ▼ [Details of the service](#)
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 - ✓ [Information about people who will use the service](#)
 - ✓ [Accommodation and premises](#)
 - ✓ [Staffing](#)
 - | Policies**

[Home](#) > [Overview](#) > [Edit](#)

Details of the service

Policies

Application number: [redacted]

Version 1.4

Protection

Provide a protection policy for the proposed service.

▼ **Accepted file formats**

Ensure that the file names are appropriate and descriptive of what the file contains before uploading. Do not submit two files with the same name.

File upload size is limited to 20 MB.

File types accepted (.bmp, .doc, .docx, .jpeg, .jpg, .pdf, .png, .rtf, .tiff, .txt, .xls, .xlsx, .csv)

Wherever the form requires you to upload a file, you can click the **Accepted file formats** link to check you have the correct type of file to upload

[Home](#) > [Overview](#) > [Summary](#)

Application summary

Review your information

Application number RA003216

Once all the form pages have been completed, you will be able to proceed to payment

Before you begin

Guidance on applying	COMPLETED
You, registration and the law	COMPLETED
Disclosure Scotland	COMPLETED
Definitions of care service types	COMPLETED
Scottish Social Services Council (SSSC)	COMPLETED
Data protection statement	COMPLETED
What happens next?	COMPLETED
Provider entity type	COMPLETED
Register a care service	COMPLETED

Details of the applicant

Details of an individual applicant	COMPLETED
Employment history	COMPLETED
Qualifications	COMPLETED
References	COMPLETED
Convictions and prosecutions	COMPLETED
Previous involvement in care services	COMPLETED
Removals and disqualifications	COMPLETED

[Insurance details](#) COMPLETED

Details of the manager

[Appointment of a manager](#) COMPLETED

Please check the information you have entered is accurate. Once you submit your application, your answers can no longer be changed.

I declare that the details I have given in this application are, to the best of my knowledge, accurate and complete.
Tick box to confirm.

Data protection statement

The Care Inspectorate will process (collect, use, store, disclose etc) personal information on computer and paper files for the purpose of carrying out its functions under the Public Services Reform (Scotland) Act 2010, associated regulations and other legislation. Personal information will only be disclosed to a third party where it is lawful for the Care Inspectorate to do so and in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. For further information on how we process personal information please see the Care Inspectorate's Core Privacy Notice.

[Cancel](#)

At the bottom of the **Summary** page, click to declare that the details you have provided are accurate and complete

[Insurance details](#) COMPLETED

Details of the manager

[Appointment of a manager](#) COMPLETED

Please check the information you have entered is accurate. Once you submit your application, your answers can no longer be changed.

I declare that the details I have given in this application are, to the best of my knowledge, accurate and complete.
Tick box to confirm.

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[Cancel](#)

Click the **Pay and submit** button

Registration Fee

You must pay a fee to be registered with us. The maximum limit is set by Scottish Ministers. The fees we collect contribute to our operating costs. View our [current fees](#).

You have told us that you are applying to register
Your registration fee is £220.00

Paying your fee

! You will need to pay your registration fee before we can process your application. The quickest way to pay is online.

Please select a payment type

- Online
- Telephone
- BACS or bank transfer
- Cheque or Postal Order
- Invoice

Online payment

You can make a payment online with your credit or debit card.

When you click 'Continue' you will be taken to GOV UK pay who will process your payment. You will receive an email confirming your payment.

On the **Pay and submit** page, select your payment option.
Instructions regarding your chosen option are displayed below.

You have told us that you are applying to register a Daycare of children service
Your registration fee is £220.00

Paying your fee

! You will need to pay your registration fee before we can process your application. The quickest way to pay is online.

Please select a payment type

- Online
- Telephone
- BACS or bank transfer
- Cheque or Postal Order
- Invoice

Online payment

You can make a payment online with your credit or debit card.

When you click 'Continue' you will be taken to GOV UK pay who will process your payment. You will receive an email confirming your payment.

! Please note that once you submit your application, the fees are non refundable regardless of whether you proceed with your application or if it is refused or withdrawn.

[Submit application](#) [Return to Review your information](#) [Exit without saving](#)

Finally click the **Submit application** button at the bottom of the page to submit your registration application



CI Digital | Registration

[Your account](#) [Log off](#)

[Portal home](#)

BETA This is a new service – your [feedback](#) will help us to improve it. [Learn about the Digital Portal](#) on our website.

Your application has been submitted

The application number is
RA003200

We have sent you a confirmation email.
If you haven't already done so, please arrange to pay your registration application fee. You can find the payment details in your confirmation email.

What happens next

We've sent your application to our registration team. Once we receive your fee, we will begin processing your application.

A member of our business support team will contact you in due course. They will advise if any additional information in relation to your application is required and inform you about the next steps.

You can find [guidance and information about our registration process](#) on our website.

[What did you think of this application?](#) (takes 30 seconds)

Go to [Registration home page](#)

Headquarters

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