



**2012 ARDS INSTRUCTOR
LICENCE RENEWAL**
2012 Licensing Fee £110
or apply online at www.ards.co.uk



1. Personal Details If any of your personal details have changed please amend:

Name/ Address
Home Tel
Work Tel
Mobile
Email
Website
Date of Birth

2. MSA Race Competition Licence Details

Race Competition Licence Number
Highest Race Licence Held
In Year

3. ARDS Instructor Relicensing

Licence Number
2011 Grade
2012 Grade applying for
2011 Sponsor School
2012 Sponsor School
Badge Name

Note any change in Sponsor School must be approved by the School Director

Name to display on your ARDS instructor badge

Please continue sections 4-6 overleaf.

ARDS OFFICE USE ONLY:

BATCH NO

CHQ£

DATE

BANK

DRW



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4. Criminal Records Bureau Check

As of 2012 Criminal Record Bureau checks are mandatory for **all** ARDS licensed instructors. Please provide a valid CRB disclosure number and date of issue. Your CRB disclosure must have been obtained via the recognised motorsport body (MSA) and is not transferable from a different sector. Your CRB check is valid for 3 years from the date of issue.

To apply for a CRB check through the MSA please complete a CRB application form (download at www.ards.co.uk or available from your sponsor school). This needs to be countersigned by your sponsor school and returned directly to the MSA. The check costs £36, do not send payment at this stage, your sponsor school will collect your payment on completion. You may forward your ARDS application to us pending completion of your CRB check, the MSA will notify ARDS directly once your disclosure is through.

I wish to apply for a Criminal Records Bureau Check (please complete a CRB application form)
 I have already applied for a Criminal Records Bureau Check via the MSA which is pending
 I hold a valid Criminal Records Bureau Check (CRB):

CRB Disclosure number
Date of Issue (valid 3 years)

5. Declaration

I confirm that all the information given above is true and correct. I hereby agree to abide by the ARDS and MSA child protection policies and guidelines. I understand that in order to protect the privacy of the information held on their computers, ARDS, the MSA and Locktons (insurers) are registered under data protection legislation. The information you have provided will be used to provide you with your instructor licence. We may also use your information to communicate with you and to send you offers and news about ARDS or the MSA. We may contact you by post, telephone or email for these purposes. Your instructor profile will be added to the ARDS website so that potential clients may check your instructor status or contact you.

If you do not wish to be contacted by email via the ARDS website check here
 If you do not wish your mobile telephone number to be displayed in your profile check here

Signature:	Date:
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6. Return to ARDS for authorisation

Please enclose your cheque for £110 payable to ARDS Limited. Write your name, sponsor school and instructor licence number on the back of your cheque. Return your application to:

The Association of Racing Drivers' Schools Limited, Acorne House, Unit 9 Lane End Business Park, Lane End, High Wycombe, HP14 3BY

or apply online at www.ards.co.uk

A confirmation letter and instructor badge will be sent to your home address within 21 days. Your licence will follow from the MSA in due course. If you have any queries please contact admin@ards.co.uk or check online at:

www.ards.co.uk

ARDS OFFICE USE ONLY

The above applicant has met the required criteria for ARDS instructor licensing at the grade indicated above
 The above applicant has been nominated for **junior driver training**

School director or authorising delegate:	Date:
Notes:	

Official stamp: