

**CARE SERVICE REGISTRATION – APPLICATION PACK**

Thank you for contacting the Care Inspectorate expressing an interest in operating a care service. Please find enclosed a Care Inspectorate Application Pack. Included in this are an application form and information about the legal requirements, the application process and the responsibilities of the Care Inspectorate.

Additional supporting information and guidance can be found on our website:- [www.careinspectorate.com](http://www.careinspectorate.com) and click on the ‘Professionals’ Tab.

Where you progress your application in paper format, you must complete it in full and return it to the address identified below.

You must also either pay the relevant fee (see our website for current fees) along with the application, otherwise your application will not be considered as competent. Payment can be made as follows:

by credit/debit card via our Finance Payment Team on 0345 603 6979   
  
by BACS transfer:-   
  
 Royal Bank of Scotland   
 St Andrews Square   
 Edinburgh   
  
 sort code No. 83 -06-08   
 account No. 11580052   
 account name - Social Care and Social Work Improvement Scotland   
  
or by cheque (made payable to Care Inspectorate) sent to the address below

Following receipt of the application form and fee, administrative Fit Person processes will commence and only once these are complete will your application be allocated to an inspector to consider and progress further.

It is therefore in your best interest to ensure that all required information is supplied initially and that subsequent requirements as outlined in this pack including timescales for achievement are met.

You should note that the application process can take up to three months for childminding services and up to six months for other types of services. This date only starts once we are in receipt of a fully completed application and fee.

**Completed Application and fee should be returned to:-**

Care Inspectorate, National Registration Team, Solway House, Dumfries Enterprise Park, Tinwald Downs Road, Dumfries DG1 3SJ