



An Applicant's Guide to Completing the CRB Application Form

This guidance contains step-by-step notes on how to fill in the application form. If you have any questions, please call 0870 90 90 844. Please note the CRB's contact centre uses a language interpreting facility.

Minicom users call 0870 90 90 344.

You may be asked to use this guidance together with other guidance provided by the person who asked you to apply for a CRB check.

Do's

- Use **black ink** throughout and write clearly in **BLOCK CAPITALS** only.
- Use only one letter or number for each box.
- To correct a mistake on the form put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.
- Leave an empty box between words, but **not** between postcodes or telephone numbers.
- Mark choices in the boxes indicated with a cross [X], not a tick.
- Be sure to sign the declaration at Section H, Item 68, keeping all of your signature inside the box.
- Use the checklist on page 4 before sending to the person who asked you to apply for a Disclosure.

Don'ts

- Don't write over the edges of the box.
- Don't place any stamps or stickers on the form, i.e. featuring addresses or dates.
- Don't strike out a section of the form or state a field is not applicable. If it is not relevant to the application then please leave blank.
- Don't staple any attachments to the form.
- Don't use correction fluid.
- Don't complete Sections E and F.
- Don't complete Sections X, Y and Z.
- Don't return the form to the CRB.

Confirming your identity

Your identity needs to be confirmed. You need to provide original documentation (no photocopies) to the person who asked you to complete this form. Please use the diagram below to determine which of these documents you need to provide.

Which documents do you need to provide?

Can you produce any documents from Group 1?

- **If Yes** - 3 documents must be seen. One document from Group 1 plus any two from Groups 1 or 2.
- **If No** - 5 documents to be seen. Five documents from Group 2.

List of Valid Identity Documents	
Group 1	
Passport	EU Photo Identity Card
Driving Licence (UK) (Full or provisional) - England/Wales/Scotland/Northern Ireland/Isle of Man ; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence)	Birth Certificate (UK) - issued within 12 months of date of birth – full or short form acceptable
HM Forces ID Card (UK)	Firearms Licence (UK)
Adoption Certificate (UK)	
Group 2	
Marriage/Civil Partnership	Certificate Financial Statement ** - e.g. pension, endowment, ISA
Birth Certificate	Vehicle Registration Document
P45/P60 Statement (UK) **	Mail Order Catalogue Statement *
Bank/Building Society Statement *	Court Claim Form (UK) ** - Documentation issued by Court Services
Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill	Exam Certificate - e.g. GCSE, NVQ
TV Licence **	Addressed Payslip *
Credit Card Statement *	National Insurance Card (UK)
Store Card Statement *	NHS Card (UK)
Mortgage Statement **	Benefit Statement* - e.g. Child Allowance, Pension
Insurance Certificate **	Certificate of British Nationality (UK)
Council Tax Statement (UK) **	Work Permit/Visa (UK) **
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)*: - e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security	Connexions Card (UK)

***documentation should be less than three months old**

****issued within past 12 months**

Please note all documents must be in the applicant's current name. At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.

Your step by step guide to filling in the form

Please complete as much of the application form as you can. The mandatory fields are listed below:

Section A, Item 1, 2, 3, 4 ,6, 8, 9, 10, 11.

Section B, Item 13, 14.

Section C, Item 28.

Section H, Item 68

The following Items are mandatory if applicable to you.

Section C, Item 20, 21, 22, 23, 24, 25, 26, 27.

Section D, Item 36, 38, 39, 40, 41, 42, 45.

Section H, Item 67.

If you do not complete the mandatory fields your form may be returned to you and will delay your application.

The following guidance will help you to complete your application form

Section A

- Item 1–7 Enter your current name and residential address.
- Item 8 Do not leave any spaces between letters or numbers for your postcode.
- Item 9 Enter the month and year (for example 042000 for April 2000) you moved to your current address. If it was less than five years ago you will need to complete Section D.
- Item 10 Enter the day, month, year (for example 10101964 for 10 October 1964) you were born.

Section B

- Item 13 Enter the title of the position you are applying for e.g. Teacher, Social Worker, Financial Adviser. If the job title does not make clear the nature of the work, be more specific (for example, Manager, Childcare Services).
- Item 14 Enter the name of the organisation offering the position.

Section C

- Item 20 If you have entered 'Mrs' or 'Ms' in Section A, Item 1, please enter your surname at birth, even if it is the same as provided at Section A, Item 2.
- Item 22-27 Please provide details of any other names used at any time during your lifetime and the date during which the names were used. Use a continuation sheet if necessary. See page 4 for details. If not applicable, please leave blank.
- Item 28-32 Complete whether or not your country of birth is in the UK.
- Item 29 Please write your county/district of birth in full.
- Item 33 Do not leave any spaces between numbers when providing your telephone number.
- Item 35 Enter whether you would prefer to be called at home or work (if applicable), and a preferred time between 8.00am - 8.00pm weekdays or 10.00am - 5.00pm on Saturday. The CRB may use this number to contact you in relation to your application.

Section D

- Item 36-45 Please provide your 5-year continuous address history from the date the application form is signed. If your current address is less than 5-years old, please use a continuation sheet. You should include overseas addresses where necessary. There must be no gaps or overlapping in the addresses provided for this period. Please give full address details, including postcode and the dates at which you resided at these addresses. If you do not provide a full 5-year address history your form will be returned. See page 4 for instructions.
- Item 40 Do not leave any spaces between letters or numbers for your postcode.

Section E

- Item 46-52 Please leave this entire section blank. The CRB no longer requires this information to process your application.

Section F

- Item 53-64 Please leave this entire section blank. The CRB no longer requires this information to process your application.

Section G

- Item 65 Pre-printed details in this section will indicate whether payment has already been made for this application, and the method by which payment has been, or will be, made. If you are unsure whether you are required to make a payment, please check with the person who asked you to apply for a CRB check.
- If you are required to make a payment and are paying by cheque, please make it payable to the 'Criminal Records Bureau' and write your form reference number (located on the front of the form) on the reverse. Pass the cheque with your completed form and your original identity documents to the person who asked you to apply for the CRB check. Do not use staples to attach the cheque to the form.

Section H

- Item 66 Place a cross in the box applicable to you. If you are unsure how to answer this question, advice can be sought from Nacro (an independent voluntary organisation working to prevent crime). Tel: 020 7840 6464 or email:helpline@nacro.org.uk
- Item 67 If you have used a continuation sheet, do not forget to put a cross in the box.
- Item 68 Sign the form. If you do not it will be returned to you.
- Item 69 The CRB no longer requires a signature in Item 69, please leave this blank.
- Item 70 Enter the date you completed the form.

DO NOT complete Sections X, Y or Z.

Please refer to the checklist before sending the form to the person who asked you to apply for a CRB check.

Use of a continuation sheet

CONTINUATION SHEET		
FORM REF: f12345678910		
NAME: SUSAN BLOGGS		
ADDRESS: 3 FLOWER ROAD, HAMFORD, COUNTRYSHIRE C23 8TY		
ITEM NO.		
22	SURNAME USED	SMITH
23	USED FROM	1998
24	USED TO	2000
36-37	ADDRESS	1 HIGH ST
38	TOWN/CITY	TOWNSVILLE
39	COUNTY	COUNTRYSHIRE
40	POSTCODE	CO1 1Y2
41	COUNTRY	UK
42	FROM	031995
42	TO	041999

- Use a white A4 sheet of paper, clearly headed 'Continuation Sheet'.
- Use **black ink** and write clearly in **BLOCK CAPITALS** only.
- Write your form reference number (located on the front of the form), current name and address clearly at the top of the sheet.
- To supply additional information for Section C or D, please provide the information in the following format.
- Do not staple the continuation sheet to the form.

Checklist

- Before you hand your form in, complete this last minute check.
- Have you provided all addresses for the last five years? (There should be no gaps in your dates.)
- If you have used a continuation sheet, have you included your form reference number (located on the front of the form) and crossed the box on the form? (Section H, Item 67.)
- Have you signed the form? (Section H, Item 68.)

What Happens Next

You should pass your:

- Application Form.
- Documents as evidence of identity.
- Continuation sheet (if used).
- Payment (if required).

to the person who has asked you to apply for a CRB check, who will then check your documents and complete Sections X and Y, and send to the CRB who completes Section Z.

Do not send these documents to the CRB.