



## A guide for completing your CRB

Please read the following guide. It will help when you come to the CRB Clinic to complete your CRB application form.

You will need to bring with you means of identification, as listed over.

All identification must be original, photocopies are not accepted, and if you are using your driving licence, **BOTH** parts must be seen – PHOTOCARD and PAPER COUNTERPART.

You can produce documents in various ways:

- Three documents from Group 1
- One from Group 1 and two from Group 2

**OR** if you are unable to produce any from Group 1

- Five from Group 2

If you have a national insurance number/driving licence/passport you **MUST** answer yes on the form and provide details. If you are unable to show these documents to us, you need to write a letter to explain why, and produce alternative means of identification.

We must see documentation:

- that shows your full name (**ALL** forenames must be included on the application)
- that shows your current address (either permanent home address or term time address).
- You must also provide details of addresses for the past FIVE years – continuation sheets will be available, so please have dates and FULL addresses, including postcode, ready.

Useful identification to locate <b>BEFORE</b> the CRB Clinic:	✓	X
Passport (You <b>WILL</b> need this if you have one)		
National Insurance Card (You <b>WILL</b> need this if you have one)		
Driving Licence (BOTH parts) (You <b>WILL</b> need this if you have one)		
Birth Certificate		
Utility Bill (current address)		
Bank Statement (current address)		

# How many documents do I need to produce?

## Can you produce any documents from Group 1?

Yes - **3 documents** must be seen. **One document from Group 1** plus any **two from Groups 1 or 2**.

No - **5 documents** to be seen. **Five documents from Group 2**.

## List of Valid Identity Documents

### Group 1

- Passport
- UK or EU National Identity Card
- Identity Card for Foreign Nationals (ICFN)
- Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence; except Jersey)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- HM Forces ID Card (UK)
- Firearms Licence (UK)
- Adoption Certificate (UK and Channel Islands)

### Group 2

**Denoted with \*** - it should be less than three months old

**Denoted with \*\*** - it should be issued within the past 12 months

**Not denoted** – it can be more than 12 months old.

- Marriage/Civil Partnership Certificate
- Financial Statement \*\* - e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement \*\*(UK & Channel Islands)
- 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, O Levels, Degree
- TV Licence\*\*
- Addressed Payslip \*
- Credit Card Statement \*
- National Insurance Card (UK & Channel Islands)
- Store Card Statement \*
- NHS Card (UK & Channel Islands)
- Mortgage Statement \*\*
- Benefit Statement\* - e.g. Child Allowance, Pension
- Insurance Certificate \*\*
- Council Tax Statement (UK & Channel Islands) \*\*
- Work Permit/Visa (UK) \*\*
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*:  
e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- CRB, Disclosure Scotland and ISA Certificate (UK)\*\*
- Letter from a Head Teacher\*
- Connexions Card; including those cards carrying the PASS accreditation logo (UK & Channel Islands)
- General Medical Council (GMC) Certificate

## Completing the application form

Please ensure that you read the guidance notes on the front page of the application form and use the CRB's e-guide to help you complete the form correctly. **PLEASE NOTE** before you use the e-guide that there are changes below that supersede the instructions in the e-guide that you should pay careful attention to.

E-guide:

[http://www.crb.homeoffice.gov.uk/guidance/applicants\\_guidance/form\\_completion\\_top\\_tips.aspx](http://www.crb.homeoffice.gov.uk/guidance/applicants_guidance/form_completion_top_tips.aspx)

Any mistakes on the form will delay your CRB check. The following are the Top Common Mistakes which will cause your application to be rejected:

**General** - All applicants should pay particular attention to these when completing the form.

Area	Description	What should I do?
Correcting Mistakes	Do <b>NOT</b> use correction fluid.	If you make a mistake, put a line through the mistake and correct it to the right.
Entering Dates	Completing date fields with the following format:  DD/MM/YYYY  MM/YYYY  MM/YYYY	Make sure that you complete these date fields as below:  DD/MM/YYYY - 25/12/2000  MM/YYYY - 12/2000  Be careful not to mistake the second format MM/YYYY as requiring the date, month and year.
Continuation sheets	Completing the continuation sheet	In line with the application form, when you tell us about additional names on a continuation sheet you must include the Surname, Forename(s) and dates that the name was used for each additional name

**Do NOT write anywhere outside the boxes** - In particular, the anchor points must be kept clear in order for us to scan and process the application. Please ensure that you do not write around these points.

**Applicants** should pay particular attention to these when completing the following fields.

Field Number	Description	What should you do?
A4	Other Names	If you answer 'YES' to having other names, you must always complete the Surname / Forename(s) and dates used fields even if the forenames are the same as those used with your current name  for example - current name: Mrs Joan Mary Smith Previous Names: Surname: Jones / Forenames: Joan Mary / Date Used 12/2000 to 12/2002.  <b>PLEASE NOTE: This includes your surname at birth</b>

A20	This field asks about your national insurance number.	<p>If you have a national insurance number, you must answer 'Yes' to this question and must, where you can, provide the document details.</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation by letter or using the additional information box of the CRB's continuation sheet as to why you cannot provide the details.</p> <p>The person checking your Identity only needs to see your national insurance documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p><b>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of these documents in all circumstances</b></p>
A21	National Insurance Number	<p>Ensure your National Insurance number is in the following format: Two letters, followed by 6 numbers followed by 1 letter i.e.</p> <p style="text-align: center;">AB 123456 D</p>
A22	This field asks you about your driving licence	<p>If you have a driving licence, you must answer 'Yes' to this question and must, where you can, provide the document details.</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation as to why you cannot provide the details.</p> <p>The person checking your Identity only needs to see your driving licence documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p><b>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of these documents in all circumstances.</b></p>
A23	Driving Licence details	<p>Examples: The format of the number for Christine Josephine Robinson, born 2 July 1975 is:</p> <p style="text-align: center;"><b>R O B I N   7 5 7 0 2 5   C J 9 9 9 0 1</b></p>

A24	This field asks about your passport	<p>If you have a passport, you must answer 'Yes' to this question and must, where you can, provide the document details</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation as to why you cannot provide the details.</p> <p>The person checking your Identity only needs to see your passport documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p><b>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of these documents in all circumstances.</b></p>
A21, A23, A25	Verification boxes ' <b>For registered body use only</b> '	As evidence checker, you only need to complete these boxes if you have seen the related documentation. It may be that you have seen enough alternative documentation to verify the individuals identity.
A28, A29	ISA registration Number	<p>This field is marked as mandatory; however the form will not be rejected if these fields are left blank as the ISA registration phase of the VBS has been halted and no one has an ISA registration number.</p> <p><b>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of this number as nobody has an ISA registration number.</b></p>
Section B	Current Address	You must complete full current address details including town / city, country and Post Code if you have a UK address. (see information related to students below)

### Students

If you are a student and you live on campus or in other student accommodation during term time but reside with your parents (or a similar permanent home address) in the period between academic years, put the address where you want us to write to you and send the certificate to, in section b.

If this is your parents' address (or similar permanent home address), the date you have been 'at the address since' in b37 should be the month and full year you originally moved into that address.

Ensure that you provide a complete address. The only field that is not mandatory in section b is the 'county' field. If you live in the United Kingdom, you must write the words 'UNITED KINGDOM' in b36 and provide your postcode at b35. If this address is not in the United Kingdom, you must still provide the name of the relevant country but leave the postcode field blank.

If you have lived at this address for at least five years, you must still provide details of all the student addresses you lived at during the last five years in section c so that we have your full address history for that period.

As it is likely there will be gaps between your student addresses, as you leave one student address in the summer and do not move into the next address until the autumn when you begin your next year of study, we will use your parents' address (or the similar permanent address you have supplied) to fill in the gaps.

Because of this, if you moved into your parents' address less than five years ago, you must include in section c any previous family homes that you have lived at outside term-time during the last five years.

We will not assume the address you provide in section b is your parents' address. We will not make assumptions about whether or not the addresses you provide in section c refer to your parents' address. You must tell us on a continuation sheet, or separate sheet of paper, which of the addresses you have provided are more permanent residences. **Do not** write this information on the application form itself.

If you prefer that we write to you and send your certificate to your student address, please provide this at section b and your parents' address (or similar permanent address) in section c.

Provide the full address details of the halls of residence or other student accommodation you have lived at in the last five years in section c.

These details are requested in blocks of six fields, c38 to c43 and c44 to c49, which are similar to those in section b. The only field that is not mandatory is the 'county' field.

If you are still living at your most recent student address, you must complete the 'dates from and to' fields but the 'date to' will be the month and year in which you complete and sign your application form. Do not leave this field blank or your application will be delayed.

Similarly, if you have provided your parents' address (or similar permanent address) where you reside outside term times in section c, the 'date to' will be the month and year that you were last residing at this address.

Please **do not** write 'current', 'still there', 'present' or any similar phrases in any of the fields or anywhere else on the application form.

There is space on the application form to record up to two additional addresses. Further addresses should be supplied on an official continuation sheet, which can be downloaded at [www.crb.homeoffice.gov.uk/continuation](http://www.crb.homeoffice.gov.uk/continuation)

Section C	Other Addresses	<p>If you need to complete this section you must complete all fields for each additional address. The exception is:</p> <p>If you have been <b>OVERSEAS</b> and travelling, then you need only write 'OVERSEAS' in field C38 and provide the country and dates you were in that country.</p> <p>If you need to use a continuation sheet go to:</p> <p><a href="http://www.crb.homeoffice.gov.uk/continuation">www.crb.homeoffice.gov.uk/continuation</a></p> <p>and ensure that you complete all fields on the continuation sheet.</p>
Section D	Apply for ISA registration	<p><b>DO NOT COMPLETE THIS SECTION</b></p> <p>The ISA registration phase of the VBS scheme has been halted and as a result customers cannot apply for ISA registration at this stage.</p>

**Countersignatories** should pay particular attention to the above and the following when completing the form.

**Sections W, X, and Y must not be completed by the applicant.**

Field Number	Description	What should you do?
W58, W59	Evidence of Identity	The identity checker <b>must</b> complete these boxes.
X60	Is the applicant applying for a CRB check?	This question <b>must</b> always be answered 'YES' as you cannot apply for ISA registration only as the ISA registration phase of the VBS has been halted.
X61	Position Applied For	Only the first 30 characters of this field will be used by the CRB – even though the form allows for 60 - therefore it is important that you provide the principal role details in those first 30 characters.
X64, X65, X66	Enhanced CRB check	If you cross the 'enhanced' box in X63, you <b>must</b> answer the following 3 questions X64, X65 and X66 with a YES or NO to indicate if you require a check of the relevant ISA barred lists.
X68	Volunteer applications	<p>You <b>must</b> answer 'YES' or 'NO' to this question to indicate if the CRB check is for a volunteer and therefore issued free of charge.</p> <p><b>PLEASE NOTE:</b> With effect from the 26 July 2010, if you fail to correctly indicate that you require a check for a volunteer, you will be charged without exception. No credit will be given.</p>

Y72	Signature of registered person	If the applicant has signed this box by mistake, as the registered person <u>you</u> can put a line through their signature and enter <u>your</u> own signature. Make sure that your signature stays within the box.
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