

CRB APPLICATION FORM APPLICANT AND MANAGERS GUIDANCE

The aim of this guidance is to provide applicants and managers with the information they need to enable them to check that Criminal Record Bureau (CRB) forms are completed correctly and that all relevant documentation is collected from applicants.

Failure to follow the guidance will result in delays to the CRB check. Where the CRB check is part of the recruitment process, delays can affect the time to recruit, resulting in problems for service provision and for the preferred applicant.

Which sections of the form to complete

The **applicant** must complete:

section a (but NOT questions 28 to 31), b, and e and section c if applicable. They should NOT complete section d.

The **manager** must complete:

section x question 61 only and section w and complete the registered body only boxes in section a and section b to indicate that they have verified the documentation brought to interview.

The **registered counter signatory** (in the BSC) will complete:

the remainder of section x and section y.

Section z is for CRB use only.

General completion rules (Do's and Don'ts)

- The form must be completed in **BLACK** ink, in **BLOCK CAPITALS**, one letter or number per box. **No other** colour ink should be used anywhere on the form or the application will be rejected.
- Please complete the form carefully as any errors, or missing information will delay the application or cause the form to be rejected
- Only enter information once you are sure it is accurate and that **mandatory (shaded yellow on the form)** information can be confirmed.
- **DO NOT** strike through any of the sections or state that a field is not applicable or "N/A"
- **DO NOT** write outside the boxes
- **DO NOT** place any stickers or stamps on the form e.g. address labels
- **DO NOT** use correction fluid (e.g. Tippex)

- If you make a mistake when placing a cross in a box, **you must** place a cross (x) in the correct box and circle the correct box (see example below). **DO NOT strike through the incorrect cross**

- If you make a mistake when writing in your details you may put a line through the error and enter the correct information to the right.

If there is insufficient room enter the information on the official continuation sheet included with the form (see page seven for continuation sheet guidance). When complete enclose continuation sheets inside the form. **Do not** staple or attach them in any way to the application form

THE APPLICANT

You must complete all of the **yellow** fields as this information is **mandatory**, plus all other fields that are applicable, in sections a (excluding questions 28 to 31) ,b, c, and e. **Do not complete sections d, w, x, y or z**

Section a – applicant’s details

- (1) **Title** - Place a cross (x) in the box against your title. If your title is not listed eg Doctor, Professor please ensure you enter this in the ‘**other**’ field
- (2-3) **Name** - Write your current name in full, including your surname and all your forenames including middle name
- (4 -13) **Other names** - You must tell us if you have ever been known by any other names. Make sure that all combinations of surnames and forenames are provided together with a complete and consecutive history of the dates each combination was used (see example below)

If there is insufficient room to enter all your names use the official continuation sheet included with the form. This sheet must be with the form but **NOT** stapled or attached in any way. (Please see page seven for continuation sheet guidance).

- (7, 10 and 13) - Complete dates in the boxes using the month and full year format **MMYYYY**
- (14) **Date of birth** – Enter date of birth using the format **DDMMYYYY** – e.g. 01071969
- (15) **Gender** – place a cross (**x**) against your gender. Transgender applicants should contact the CRB Transgender line on 0151 676 1452 or email crbsensitive@crb.gsi.gov.uk for further advice
- (16-17) **Place of birth** – Provide both **Town** and **Country** of birth. Your County of birth is not required. These details can be found on your birth or adoption certificate. **NB United Kingdom must be entered in full at point 17 as shown below.**
- (18) **Email address** – This information is optional and you do not have to provide it.
- (19) **Contact telephone number** – Please provide us with a contact telephone number, either mobile or landline including your area code

The screenshot shows a form with the following fields and values:

- 15. gender: male female
- 16. place of birth (town): CHATHAM
- 17. place of birth (country): UNITED KINGDOM
- 18. e-mail address: VANESSA.FOSTER@EMAIL.COM
- 19. contact telephone number: 01015263805
- 20. do you have a national insurance number? no yes (if 'yes' you must complete a21, if 'no' go to a22)

- (20-27) **Personal documentation.** Please see Appendix A for details of what ID documentation is acceptable. All ID documentation should be verified by the manager or evidence checker.
- (20, 22 and 24) If you have a national insurance number, you must answer 'Yes' to question 20. Likewise, if you have a driving licence, you must answer 'Yes' to question 22 and if you have a passport you must answer 'Yes' to question 24. In each case, if you have answered 'Yes' you must provide the document details as indicated.

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.

The person checking your identity only needs to see your national insurance documentation, driving license or passport if they are using them as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.

- (28-31) **Independent Safeguarding Authority (ISA)** – this scheme is currently under review – **DO NOT** answer these questions.

Section b – Current address

- (32-37) – Complete your current address details as requested, noting that all fields in **yellow** are required information. **NB United Kingdom must be entered in full at point 36 as shown below.**
Enter date in MMYYYY format

b current address Please give details of your current address.
This is the address to which all correspondence will be sent.

32 address 15 M I D D L E C O T T A G E
M A R S H R O W

33 town/city K I N G S T O N N R S T U R M I N S T E R

34 county D O R S E T

35 UK postcode D Z 1 0 2 A L **36 country** U N I T E D K I N G D O M

37 at address since 0 7 2 0 0 8

registered body use only
current address

NB The address provided in this section is the address to which all information produced by the Criminal Records Bureau will be sent

Section c – Other addresses

- If you have not lived at the address in Section b for at least five years you must provide all the other addresses where you have lived/worked going back a full five years. If you have been overseas and travelling, then you should write 'OVERSEAS' in C38 and need only provide the Country and Dates you were in that country.
- (43 and 49) - **There must** be no gaps in your address date history and the dates must be completed in the format **MMYYYY**. This means that the month and year you left one address should ideally match the month and year that you moved into the next address – e.g. previous address from 012009 to 072009 / following address must start from 072009 to 012010

c other addresses You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from www.crb.gov.uk. If not applicable, go to section d. current address verified?

38 address 11 B L O O M S B U R Y A V E N U E
G A R S T O N

39 town/city N E W C A S T L E U P O N T Y N E

40 county T Y N E A N D W E A R

41 UK postcode N R 3 4 E W **42 country** U N I T E D K I N G D O M

43 dates from and to 0 4 2 0 0 8 0 7 2 0 0 8

44 address B H A R T I N G T O N T E R R A C E
S A L T E R M O U T H

45 town/city W O R K I N G T O N

46 county C U M B R I A

47 UK postcode C U 1 4 5 H Z **48 country** U N I T E D K I N G D O M

49 dates from and to 0 8 1 9 9 5 0 4 2 0 0 8

apply for registration with ISA

- In circumstances such as, no fixed abode, student accommodation, HMP, hostel accommodation, refuges etc see full e-guide for guidance. Available at: <http://www.crb.eguide.co.uk>. If you do not have internet access please contact the sender of this guide who will be able to help you.
- There is room for two further addresses in Section c – please start with your most recent address and work backwards from there. A complete address is required and, as with section b, the 'county' field is not mandatory.

- Any further addresses must be completed on the official continuation sheet included with the form (please see page seven for continuation sheet guidance).

Section d – Applying for ISA registration

This scheme is currently under review. Please **DO NOT** complete any of the questions.

Section e – Declaration by applicant

- (55-57) – Complete all **yellow mandatory** fields and sign your usual signature within the box without going over the lines.

The screenshot shows a form section titled 'e declaration by the applicant'. It contains three yellow mandatory fields: 55 (a question about criminal convictions), 56 (the declaration text), and 57 (the date of signature). The date is entered as 09082010. To the right is a signature box containing the handwritten name 'V. Foster'. The form also includes a 'no' radio button (checked) and a 'yes' radio button. A footer note reads '3MSPSL V1.0 CRB 06/09'.

Now the form is complete. Please return it as instructed in your letter together with all relevant documentation for confirmation of your identity

Have you?

- Completed form in BLACK ink throughout and BLOCK CAPITALS?
- Completed all yellow mandatory fields?
- Completed any continuation sheets

THE MANAGER

Section w – Evidence of identity seen by the employer

This section is completed by the manager once they have seen the identification from the applicant. Please see appendix A for guidance notes for valid identity documents.

A few points to note are:

- Original identification documents must be seen.
- If the applicant has provided a driving licence, (or passport) check if they have a middle name and make sure the middle name is included with their forename(s) in

Section a.

- If the passport is not British check to see if they have the right to work in the UK.
- If the birth certificate is not dated within 12 months of the date of birth it is not considered to be an original and cannot be accepted as evidence for group one.
- At least one form of identification must have the applicant's date of birth on, even if they are providing five group two documents.

Once you have completed the registered body only verification boxes in section a and section b you must then complete section w boxes 58 and 59.

Copies of identification seen **must be signed and dated** at the time of the interview by the recipient/manager and sent with the CRB form to the BSC at Belgrave House with the preferred applicant paperwork. The wording to be used should be as follows:

I confirm that this is a copy of a genuine document provided by the applicant on dd/mm/yyyy.

Followed by the recipient's/manager's signature and printed name.

Section x – Question 61

Please enter the position title the CRB is being applied for.

BSC COMPLETION ONLY

Section x (Questions 62 to 68) and section y

Please do not put any information in any of these questions as incorrect completion can result in the form being rejected. The BSC will complete these.

FURTHER INFORMATION - Online tracking

An online facility is available to track exactly where a CRB is in the processing cycle once it has arrived at the Criminal Records Bureau. You will need the applicant's CRB Form Reference number (located on the front of the form e.g. F000123456) and their date of birth. You can then go online to the web address below and check where the form is in the process with the Criminal Records Bureau.

www.crbonline.gov.uk/enquiry/

Please note that your recruitment co-ordinator will check progress if nothing has been received in the BSC at five weeks from the date of the original request and will let you know the outcome.

If this short guide is not sufficient a full e-guide version to completing the application form is available from the CRB website. Please use the link below.

<http://www.crbeguide.co.uk>

Disclosure certificate

Once the CRB check has been completed a disclosure certificate is sent to the BSC by the Criminal Records Bureau. For new starters, your recruitment co-ordinator will inform you when they have received this.

For Renewals/Volunteers/Contractors/Trainees a member of the CRB Team will inform you when they have received this.

Please be aware that although the applicant will also receive a copy of the disclosure certificate, you must not allow the applicant to commence employment until notified by your recruitment co-ordinator/CRB team member.

This is because occasionally additional information is made available to the BSC which may affect the decision to employ the individual.

CONTINUATION SHEET GUIDANCE

Do's

- Applicant details must be completed to match those entered in section a of the CRB / ISA application form including the form reference (number beginning with 'f' found on the front of the CRB / ISA application form). If you use the second page of the continuation sheet please enter the form number again.
- Use a continuation sheet to tell us about additional names, including the period that the name was used entering the 'from' and 'to' dates in YYYY format, and clearly show whether the name is a 'forename or 'surname'.
- Use a continuation sheet to tell us about any additional address history, entering the 'from' and 'to' periods in MM/YYYY format.
- If required, you may submit more than one continuation sheet.
- Use **BLACK ink** and write clearly in **BLOCK CAPITALS** only.
- Insert any continuation sheets between the pages of the relevant application form, ready for sending to the CRB, to ensure all the information is kept together.

Don'ts

- DON'T try to write or squeeze information in the spaces between fields on the application form.
- DON'T staple the continuation sheet to the application form.

Please note: Failure to comply with any of the above may result in delays.

CRB List of valid identity documents

CRB evidence	1 document from Group 1 plus 2 documents from Group 2 OR 5 documents from Group 2		
	At least 1 of the above documents MUST show your CURRENT home address At least 1 of the above documents MUST show your date of birth ALL Evidence MUST be ORIGINALS & within the timescales shown – no photocopies will be accepted.		
CRB Group1 Evidence	CRB Group 2 Evidence	CRB Group 2 Evidence	
Valid Passport	Marriage/Civil Partnership Certificate	Credit Card Statement (issued within the last 3 months)	
UK Driving Licence – with photo card (incl counterpart licence)	Bank or Building Society Statement (issued within the last 3 months)	Mail Order Catalogue Statement (issued within the last 3 months)	
Original UK Birth Certificate (issued within 12 months of birth)	Birth Certificate	Letter from a Head Teacher (issued within the last 3 months)	
Valid EU National Identity Card (EU countries only)	Documentation giving entitlement (UK) eg Benefits Agency, Employment Service, Inland Revenue (issued within the last 3 months)	Financial Statement eg Pension, Endowment, ISA (issued within the last 12 months)	
UK Fire Arms Licence	(UK) National Insurance Number Card	Certificate of British Nationality (UK)	
HM Forces ID Card (UK)	Valid insurance certificate or vehicle registration document	Court Claim Form (UK) (issued within the last 12 months)	
Adoption Certificate (UK)	Work Permit/Visa (UK) (issued within the last 12 months)	Council Tax Statement (UK) (issued within the last 12 months)	
CRB Group 2 Evidence	Examinations Certificate Eg NVQ, GCSE, Degree	Utility Bill eg Gas, Water (issued within the last 3 months)	
P45/P60 (UK) Statement (issued within the last 12 months)	Mortgage Statement (issued within the last 12 months)	Connexions Card (UK)	
Valid TV Licence (issued within the last 12 months)	Driving Licence – paper or photocard	CRB Disclosure Certificate (issued within the last 12 months)	
Valid NHS Card (UK)	Addressed Payslip (issued within the last 3 months)	One of the following from Border & Immigration Agency: Certificate of Identity, Application Registration Card, Convention Travel Document, Stateless Person's Document	
Valid Insurance Certificate (issued within the last 12 months)	Store Card Statement (issued within the last 3 months)		

If your documents do not **all** bear the same name, or if you have ever been known by any other forename or surname please produce documentary evidence of the change in name e.g. Marriage Certificate, Deed Poll, Decree Nisi etc