

## General Rules

What follows are some general rules that apply throughout the application form. Failure to follow them may result in the application form being returned for correct completion and delay the application – please ensure when checking the applicant's details that they, too, have followed them correctly.

- Write clearly in CAPITAL LETTERS using **black** ink and place only one letter or number in each box.
- If any of the fields are not relevant to the application, please leave them blank. Do not strike through any of the sections or state that a field is 'not applicable' or 'N/A'.
- Do not write anything outside the boxes on any part of the form, including the front page.
- Don't place any stickers or stamps on the form, for example address labels.
  
- Do not use correction fluid.
- If you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it.
- If you make a mistake when writing in your or the applicant's details, put a line through the mistake and write the correct information alongside it in the next available text box to the right. If this doesn't leave you with enough space, then you must include it instead on the official continuation sheet.
  
- Continuation sheets can be downloaded from the CRB website at [www.crb.homeoffice.gov.uk/continuation](http://www.crb.homeoffice.gov.uk/continuation)
- Use them to record any information that is required but which will not fit in the boxes provided on the application form.
- Adhere to the same general rules when filling in the continuation sheet that are outlined here for completing the application form.
- Include the application form reference number (located on the front of the form) along with the name and date of birth of the applicant on the continuation sheet to ensure it can be matched up to the form.
- Do **not** attach anything to the form by any means. Continuation sheets should be placed inside the relevant form.

You must complete all the mandatory information – that is the fields marked in blue - in Sections w and x and all other fields that are relevant to the application. Please leave sections Y and Z blank.

If you answer 'yes' to any of the questions marked in blue, you must then go on to complete the rest of the details requested.

During your checks you must also complete the verification boxes in sections a and b of the form. Be careful when you are filling out your parts of the form and when carrying out checks of applicant details as any errors may delay the application or cause the form to be rejected.

## **Section w – evidence of identity**

Section w of the form must be filled out in tandem with the verification boxes contained in sections a and b, all of which relate to the identity of the applicant.

You must vigorously check the identity of the applicant from the list of approved documents. This is vital to the application process and the integrity of the checks carried out by the CRB, so please ensure extreme diligence throughout this process.

Only original documentation should be provided by the applicant, do not accept photocopies.

## ID LIST

**How many documents do I need to see? Can applicant 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

### Group 1

Passport	EU National 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 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)	

### Group 2

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) **	Mail Order Catalogue Statement *
Bank/Building Society Statement *	Court Claim Form (UK) **
Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill	Documentation issued by Court Services *
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	<b>One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK):</b> <i>Do not use more than one of the following documents</i> Convention Travel Document (CTD) - Blue Stateless Person’s Document (SPD) - Red Certificate of Identity (CID) - Brown  Application Registration Card (ARC) Immigration Status Document (ISD)
CRB Disclosure Certificate **	Letter from a Head Teacher *
Connexions Card (UK)	General Medical Council (GMC) Certificate

GMC Registration Certificates now form part of the Group 2 authentication documentation accepted by the CRB. It should be noted that information on these certificates becomes outdated rapidly. Up to date information about a doctor's registration status can be obtained by checking the List of Registered Medical Practitioners at <http://www.gmc-uk.org/> (new window)

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

**\*\*issued within past 12 months**

At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.

**This list is subject to amendment.**

**[w58] NAME OF ID CHECKER:**

Please enter your full name to confirm you have seen the documents presented to support the identity of the applicant.

To assist you there are a number of verification boxes in section 'a' of the form and a further verification box in section 'b'. These are labeled 'registered body use only'.

The person named in w58 must place an X in the relevant verification boxes to indicate that they have seen an original ID document which matches exactly the information provided by the applicant, if the field relating to that document has been completed. These verification boxes cover the applicant's: Title, Full Name, Date of Birth, Driving Licence number, National Insurance number, Passport number and Current Address.

If this information is not checked and verified it will affect the information released by the CRB and may result in the release of an inaccurate CRB certificate.

The first set of checks refers to the applicant's current name, including their title, surname and forenames.

If the details provided in a1 to a3 are different to the applicant's name at birth, ensure that you see the relevant documentation, for example, a marriage certificate or deed poll, which validates their name change.

If you require information or advice about how transgender applicants should complete the form, contact the CRB Transgender Line on 0151 676 1452 or email [crbsensitive@crb.gsi.gov.uk](mailto:crbsensitive@crb.gsi.gov.uk)

If the applicant has been known by other names for any reason, whether in an official or unofficial capacity, all of their 'other name' combinations must be provided. You must first ensure the applicant has crossed the 'yes' box in section a4. You must then check that each name combination has been supplied in the correct format with the surname, forenames and the dates between which the combinations were used being provided each time. The dates should be provided using the month and full year (MM/YYYY) format.

There is no specific verification box for you to cross in relation to this.

Documents in a previous name may be accepted but only where the applicant can provide documentation supporting a name change.

The applicant must provide at least one document for you to be able to validate their date of birth. When checking this field, please ensure that it has been completed using the correct format – with the day followed by the month and then the year in full. Be particularly careful to check that the American format has not been used, as this would switch the day and the month around.

The next three verification boxes in section a refer to the applicant's personal documentation, specifically their National Insurance number, UK driving licence and passport details.

You must see acceptable documentation to verify each of the details provided by the applicant. If, when carrying out your checks, you find that the information provided on the form does not match that on the document provided – for example, because the applicant has missed out a number from their passport or written the wrong letter at the end of their driving licence details, the applicant must put a line through the incorrect data and provide the correct information on a continuation sheet or attachment.

If the applicant has crossed the 'yes' box at a20 to indicate they have a National Insurance number, you must ensure that the number supplied on the application form matches the NI number on the identification document supplied.

This should be in the form of two letters followed by six digits and ending in a letter.

If you are able to verify that the information supplied on the form is correct, place a cross in the relevant verification box.

If the applicant does not have a National Insurance number, please ensure the 'no' box has been crossed at a20.

If the applicant has indicated that they hold a valid UK driving licence by crossing the 'yes' box at a22, you must ensure the driving licence number on the original document matches the information the applicant has supplied on the form.

Remember, the photocard element of a UK driving licence is only valid with the paper counterpart – you must see both parts to be able to validate the applicant's identity. Ensure the photograph and the name on the licence match the applicant. Once you have verified these details, cross the relevant box.

We do not want to know about foreign driving licences. Acceptable driving licences for this section will be from England, Wales, Scotland, Northern Ireland, the Isle of Man or Jersey. If the applicant does not hold a valid UK driving licence, please ensure the 'no' box has been crossed at a22. Please be aware that a Northern Ireland driving licence number does not follow the same format as other UK driving licences and has fewer characters.

If the applicant has crossed the 'yes' box at a24 to indicate they hold a valid passport, you must ensure that the passport number supplied on the application form matches the number on the original passport.

Although the verification check box only refers to this field, please also check that the applicant has correctly filled in all the fields relating to their passport.

It is important to carefully check the current address supplied in Section b, as it is the address to which the certificate containing the outcome of the CRB check will be sent to the applicant. The county field is the only one that is not mandatory in this section. All other fields must be completed or the application will be delayed.

If the applicant lives in the United Kingdom, please ensure they have written UNITED KINGDOM in b36 and also supplied their postcode in b35.

Finally, check if the applicant has filled in the date field at b37 with the month followed by the year in full to indicate the date they first started living at their current address. Once you have verified the current address details from the original versions of acceptable documentation, cross through the box in section b.

If the date at which the applicant began living at their current address is five years or more prior to the date on which the applicant completed the form then no further addresses are required. However, if they have been at the current address for less than five years, you must ensure the applicant has filled in section c on the form with any other addresses they have lived at during those five years.

Check the dates carefully to ensure that a continuous five-year address history has been supplied.

The form provides space for two additional addresses. A continuation sheet should be used if further addresses need to be detailed to provide the full five-year history.

Once all the identity checks have been completed you must place an X in the relevant box to indicate whether they have established the applicant's true identity by examining original and valid versions of documents and completing the verification check boxes.

Every effort must be made to establish the applicant's true identity in line with the full list of acceptable ID documents.

In the exceptional circumstances that you are unable to do so, you must provide a full explanation of why that is the case.

It is good practice to check the applicant has correctly filled in **all** the fields that apply to them in sections a to e of the form so that any errors can be corrected at this point and unnecessary delays can be avoided at a later stage.

## Section x

Please indicate Yes in x60 then complete the remainder of the fields in this section as appropriate.

### [x61] POSITION APPLIED FOR

Enter the details of the position for which the CRB check is required.

### [x62] ORGANISATION NAME

Enter the full name of the organisation for which the applicant will work.

### [x63] LEVEL OF CRB CHECK

Place an X in the relevant box to indicate which level of CRB check is required. Please only select one option.

A Standard CRB check is not appropriate for those working with children or vulnerable adults as it does not provide a check of the ISA barred lists. If you place a cross against the 'standard' box at x63 move on to x67 and x68 to complete this section. These fields are explained within this guide.

If the applicant is applying for work in a 'regulated activity' with children or vulnerable adults then an Enhanced CRB check can be applied for.

If you have crossed the relevant X box to indicate that an Enhanced level of CRB check is being applied for, you must complete all the remaining fields in this section. Remember, if you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it. Don't use correction fluid.

### [x64-65] REGISTERED TO WORK WITH CHILDREN/VULNERABLE ADULTS

These questions allow you to indicate if you require a check of the relevant ISA Barred lists as part of the Enhanced CRB check. They are also important to help the police determine the relevancy of the information they hold in relation to the position applied for.

A check of both the ISA Children's List and the Vulnerable Adults' List is not automatically included as part of the Enhanced CRB Check – which list is checked is dependent on the nature of the work the applicant will be undertaking. If the position involves working with both groups, then you should answer 'yes' to both questions. If you have not crossed the relevant box and the position involves working with either vulnerable group, the completed CRB check will not show information from the relevant ISA barred lists.

### [x66] WORKING AT HOME ADDRESS:

For some jobs, such as fostering, adoption and child minding, the work is carried out in the applicant's own home. Where this is the case, the police may conduct additional checks on the property and on other members of the household to ensure that there is no additional risk involved.

Place a cross in the relevant box to indicate if the applicant will be working with children or vulnerable adults or both in the applicant's home address as listed in section b.

### [x67] APPLICATION TYPE:

Place a cross against **one** of the options at x67 to indicate the reason why you are applying for the CRB check. This could be an application for:

- **a new post holder** – if the applicant is new to the position recorded in Section x.
- **an existing post holder** – if the applicant is already working in the position recorded in Section x, but has never been CRB checked
- **a re-check of an existing post holder** – if the applicant is already working in the position recorded in Section x, has been CRB checked for this position in the past and is being re-checked.

## [x68] VOLUNTEER:

Cross the relevant box to indicate if the CRB check is for a **voluntary post** and should be issued free of charge. A volunteer is defined as someone who:

“performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than, or in addition to, close relatives.”

If the ‘yes’ box is marked in error and the post does not meet the CRB definition for a free of charge volunteer, the CRB may recover the application fee and the error could put your registration with the CRB at risk.

Once you have completed sections w and x of the application form, read through it to make sure that you have completed all the sections that are relevant to the application, even if that means crossing a ‘no’ box when appropriate.

- Have you checked that all mandatory fields marked in yellow and blue have been completed?
- Has the applicant included their full name, including all forenames, and provided appropriate documentation as proof of this?
- Have you seen the originals of any documents that the applicant has indicated they hold in section a? Does the information match that provided by the applicant?
- Has the applicant signed the declaration and dated the form in section e?
- If a continuation sheet has been used does it include the form reference number and the applicant’s name and date of birth to ensure it can be matched up with the application form?
- Has the continuation sheet been placed inside the relevant application form but not attached to it?

**Please only use this form if you are an additional Identification checker for your Company. Once you have signed please either fax it back to 01480 403684 or scan and email it to support@crbs.info**

## **ukCRBS**

Suite 2, Orchard House  
Tebbutts Road  
St Neots  
Cambs, PE19 1AW  
Tel: 01480 403636, Fax: 01480 403684

**I confirm that I will be one of the Applicant Identification Checkers for the company named below and understand that it is my duty to carry out these checks in line with the Criminal Records Bureau Guidelines**

**I agree not to check my own Identification**

Signed \_\_\_\_\_

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_