

Guidance Notes For the Completion of the CRB Form

Issue 9

October 2008

- In order to simplify the notes of guidance, only the areas that frequently cause problems are covered. Any changes from the last guidance notes will be stated in "red".
- Complete forms in Black Ink only.
- Cross errors through but do not obliterate what has been crossed out or sign beside the error. Rewrite the correct information clearly to the right of the crossed out information.
- All 'option' boxes should be marked with an x, not ticked.
- If a section is not applicable, leave it blank. It should not be marked N/A or crossed through.
- Do not use correction fluid, blue ink, hole-punches or staples on the form.
- Forms and Outcomes must not be copied under any circumstances.

Section A Frequent problems

Line 1 Title

If Ms. is used and the applicant is unmarried, please restate surname again in section C, line 20.

If the applicant is married but did not take husband's surname, please state husband's surname in section C at line 22 and at line 23 the year of marriage. Please write "not used" after the date, in brackets. Do not enter "not used" after the Surname.

If the applicant uses the title (other) e.g. Doctor, Rev. Etc they must also indicate Mr, Mrs or Ms in section A at line 1.

Line 3 Names

Please make sure all unabbreviated first and middle names are declared, even if they are not used.

Lines 4 – 8 Address

The address in this section must be the one you are living in at present and which appears on the evidence being presented. **Please note** where an address shows only a house name we need confirmation that the property does not have a number. The Royal Mail website: - www.royalmail.com can be used for this purpose and a print-out obtained from its address finder with the necessary confirmation which should be included with the form. A room number is required where a hotel or university halls of residence is given as an address.

Line 8 Postcode

Please do not leave any spaces when entering postcodes

Line 9 Dates

The date entered here should be for the current address. Please enter all dates in the format they are requested MMYYYY

Line 12 NI Number

Please give National Insurance number even if the post is unpaid.

Section B Frequent problems

Line 13 Position

Please avoid over elaborate or long-winded titles which obscure the real nature of the post. For example,

Chief Food Science Operative = Cook.

Information Champion Co-ordinator = Teacher.

If a position is unpaid it should be entered as a School Helper followed by a brief description, such as: School Helper – Reading.

DEFINITION OF A VOLUNTEER

The Police Act 1997 (Criminal Records) Regulations 2002 define a 'volunteer' as a 'person engaged in an activity, which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses,) doing something which aims to benefit some third party other than or in addition to a close relative'.

Some people can be referred to as 'volunteers', but do not actually meet the CRB's criteria to get a free check. This is because they may receive, or expect to receive, a benefit, such as remuneration or a credit towards a qualification. For example, students on training placements; people on work placements; foster parents/carers must pay for their checks.

If a position can meet the 'Definition of a Volunteer' criteria then 'Voluntary' should be declared in the appropriate box on the validation sheet. If the position is unpaid it should be entered as a School Helper followed by a brief description, e.g. School Helper – Reading.

Lines 15 – 19

The address entered here should be either where the post is based or, the address details of the Service area or Organisation.

Section C Frequent Problems

Line 20 Surname at birth

If *Ms.* was stated in section A. then please restate maiden name again. If *Mrs.* was stated in section A. then please declare maiden name.

Line 22 Other surnames used

Please give all surnames used, use a separate sheet of A4 paper if more space is required. If married but did not take husbands name, **please declare their surname here and appropriate dates in lines 23/24 and put "not used" after the date and not the Surname.**

Line 25 Other forenames

If you are widely known by a shortened form, nickname **or any names that may be hyphenated**, please state it here. You should only enter your proper, or full, name in section A. Do not enter a surname in this box.

Lines 28 – 32 Place of birth

Please complete the details in this section as they appear on your Birth Certificate. If not in possession of one then complete the details to the best of your knowledge.

Lines 33 – 35 Telephone numbers

Please give a contact number... The CRB may need to contact you. Do not leave a space between the code and the phone number.

Section D Frequent Problems

This section should only be completed if the address in section A does not cover a full 5 years. The 5 years is taken from the date the form is signed in section H.

All student and any 'second home' addresses used within the 5-year period to be declared in the order of occupation. If you moved back into a previous address please list it separately with dates of occupation. Please use a separate sheet of A4 paper if more space is required for the additional addresses.

Line 42 – 45 Period at addresses

The month given for leaving one address and moving into the next should be the same. E.g. As the form does not ask for the day of the month, if you state you moved out of one address in January and into the next one in February, the computer scanning process would see a gap of 59 days and reject the form.

If the applicant has lived or worked abroad during the 5 Year period, they must also provide this address information.

<p>This does not apply to backpackers or travellers. They must supply a list of Countries and time spent there.</p>

Section E and F

These sections are no longer compulsory, just leave blank, and if they are completed by mistake don't cross through just leave them as they are

Section G

This section is for official use only, do not complete.

Section H Frequent Problems

Line 67 Additional information

Please cross this box only if you have supplied extra information on A4 paper e.g. previous names or addresses. This notifies the CRB that there is loose paperwork to be scanned.

Lines 68 – 69 Signatures

Please sign in both of these boxes

Line 70 Date

This is legal declaration and requires a dated signature. Also note that the form itself is only valid for a period of 3 months from the date in this section. The form must be completed and sent first to the Disclosure unit and the CRB within that time.

If you have any other Questions or Problems when completing the Application Form Please do not hesitate to call the Disclosure unit.

01245 436338	General enquiries
01245 436902	Assistant Team Manager
01245 438264	Assistant Team Manager
01245 436033	Team Manager

Section X Evidence

Please note, at least one form of Evidence of Identity submitted must show the applicants current address (as in Section A) and date of birth. These can be separate pieces of evidence.

Please note. As of Sept. 2004, Foreign Driving licences are no longer accepted. (This includes documents from Eire.)

Original, or Officially Certified Copies, must be seen, you must not accept photocopies or documents printed from the internet. Only CRB approved documents can be used as evidence of Identity.

Where there has been a name change and the applicant cannot provide evidence in their new name, documents in a previous name can be accepted with supporting documentation.

- Marriage/civil partnership certificate
- Divorce/civil partnership dissolution certificate
- Deed poll certificate

Copies of all evidence seen must be enclosed and listed on an Evidence sheet listing name of document and provider e.g. BT telephone bill. **If a National Insurance Card is provided as evidence then copies must be taken of both sides of the card.**

Establishments are not to keep photocopies of completed CRB application forms or related documents. (Copies of ID to be enclosed with original CRB application form only).

Group 1

Valid passport (any nationality)
UK Driving Licence Full or Provisional (UK) (either photocard or older style paper). A photocard is only valid if the individual presents it with the counterpart licence
Original UK 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
Adoption Certificate (UK)
EU National Identity Card
UK HM Forces ID Card (UK)
UK Fire arms Licence (UK)

Group 2

Marriage certificate/Civil Partnership Agreement
Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable) Foreign Birth Certificate (accepted if stated in the English language or translated into English and stamped by a public notary)
P45/P60 statement (UK)**
Bank or building society statement*
Utility bill (electricity, gas, water, telephone (inc mobile) contract bill*
Valid TV Licence** (whole item not covering letter)
Credit card statement*
Store card statement*
Mortgage statement **
Valid insurance certificate**

Benefit Statement* e.g. Child Allowance, Pension
Financial statement (e.g. pension, endowment, ISA)**
Valid Vehicle registration document (V5 old style & V5C new style only)
Mail order catalogue statement*
Court Claim Form (UK)** (<i>documentation issued by Court Services</i>)
Valid NHS Card (Not NHS Tax Exemption <u>Prescription</u> Card or European Medical Insurance Card)
Addressed payslip*
National Insurance number card (UK) (old style only – i.e. one that does not state “This is not proof of identity”)
Exam certificate (e.g. GCSE, NVQ, ‘O’ Level)
Connexions Card (UK)
Certificate of British Nationality (UK)
Work permit / visa**
Letter from Headteacher* - letter must show and be posted to applicant’s home address (<i>this is only acceptable for those aged 18 years and under</i>)*
CRB Disclosure certificate **
Council Tax Statement (UK)**
A document from Central/Local Government/ Government Agency/ Local Authority giving entitlement* e.g. from the Department of Work & Pensions, the Employment Services, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
One of the following documents from the Borders and Immigration Agency (BIA) (UK): Do not use more than one of the following documents Convention Travel Document (CTD)- Blue Stateless Persons Document (SPD – Red Certificate of Identity (CID) – Brown Application Registration Card (ARC) Immigration Status Document (ISD)

* **Documentation should be less than three months old.**

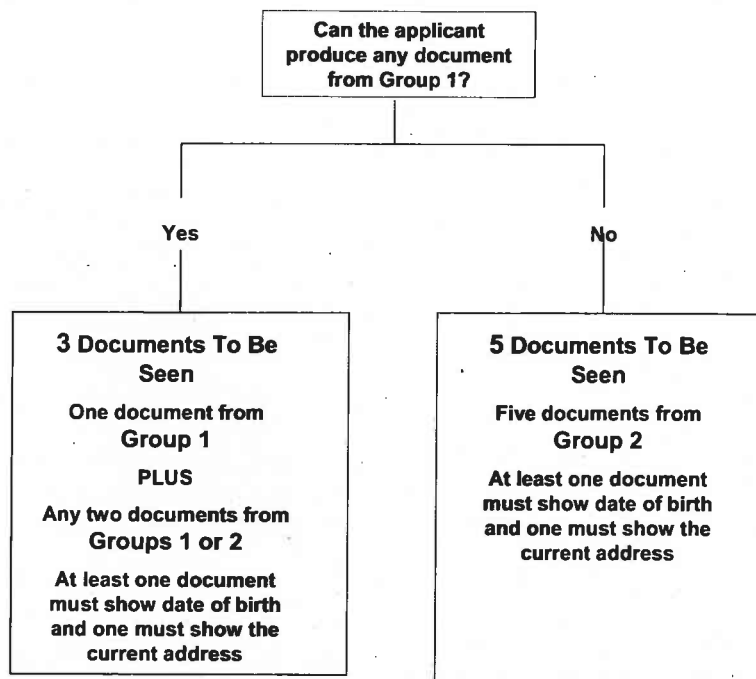
** **Documentation issued within the past 12 months.**

Bills or invoices seen must be from different sources, e.g. not a gas or electric statement from the same provider.

If in any doubt as to the suitability of documents please contact the Disclosure Unit.

Please ensure that if a document contains details such as address details or date of birth that this is double-checked against the information already entered by the applicant.

If Evidence of Identity contains Photographs please check the likeness.



Complete evidence & validation sheets and enclose

All documents must be in the applicant's current name.

An X in the box at line X15 means that you have seen **TWO** documents showing evidence of the applicant's current address and that these have been double checked against Section A, copies should be enclosed and the details entered on the evidence sheet.

Complete section X where applicable from the documentation seen. The name of the person who checked the ID should be entered at Line X16. This person must also complete, sign and date the 'Validation Sheet' (front sheet), which must accompany all completed CRB forms. **If you are related to the applicant you cannot see their documentary evidence, you will need to arrange for someone who holds a current disclosure within your organisation to see their ID.**

Please submit the name of the person nominated to receive unsatisfactory Disclosure Outcomes. **This person must not be a family member of the applicant.**

Section Y

This section is for Disclosure Unit use only. Do not complete any of this section. Anything written here will invalidate the form and a new form will need to be completed.

Checking for Forged Documents:

Due to the rise in the usage of forged documents the following Indicators of Fraud have been included: please take note of them.

Passport

Please ensure that the passport number is provided. The photograph should be compared for likeness with the applicant.

- Check the general quality and condition of the Passport. Treat it with suspicion if it is excessively damaged, 'accidental' damage is often used to conceal tampering.
- Photographs should be examined closely for signs of damage to the laminate or for excessive glue or slitting of the laminate: these signs would indicate photo switching.
- If the photograph appears excessively large, this might indicate an attempt to hide another photograph underneath.
- There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph. Check there is no damage to this area.
- Check the 'Name' and 'Date of Birth' on the application form matches those given on the Passport.
- Check the pages of the Passport are numbered correctly (follow sequence.)
- Check signature on Passport is similar to signature on the application form.
- Check if surface of Passport is uneven or 'bubbling' on the back cover where the photograph is.

Foreign Passport

- If the Passport is from a foreign national, you can still follow the same general procedures as above.

Driving Licence with a Photograph

- Cross check the details on the photocard match the details entered in Section X
- Examine the licence for evidence of photo tampering or any amendment of the printed details.
- Check the licence date, new Driving Licence came into effect from July 1998.
- Old paper licence was gradually phased out and DVLC ceased issuing in September 1999.
- Check the 'Name', 'Address' and 'Date of Birth' on the Driving Licence match those given on the application form.

- Check the signature on the Driving Licence is similar to that on the application form.
- The photograph should be compared for likeness with the applicant.

Old Style Driving Licence

- Remove the document from the plastic wallet and check that it has been printed on both sides.
- Hold the licence to the light to look for the watermark, which should be visible.
- Check the licence was issued before September 1999.
- Check there are no punctuation marks in the name or address.
- Examine the licence for evidence of tampering or any amendment of the printed details.
- Check the 'Name', 'Address' and 'Date of Birth' on the Driving Licence match those given on the application form.
- Check the signature on the Driving Licence is similar to that on the application form.

Many people do not use their middle name and therefore do not record it in Section A.

When the Driving Licence is produced as evidence, the number may display the existence of a middle name and /or other names printed on the Driving Licence.

You should check the driving licence to ensure that the details contained within it match those recorded in Section A.

(02/07/1975)			
R O B I N	7 5 7 0 2 5	C J 9 9 9	0 1
N N N N N	Y M M D D Y	I I C C C	C C

N	First five letters of the surname (if the surname begins MAC or MC it's treated as MC for all)
Y	Year of Birth
M	Month of birth (in the case of a female, the number represented by the first M will have the value 5 added e.g. a female born in November would display '61' in the MM boxes.)
D	Day in the month of birth
I	Initial letter of the first two forenames – if there is only one forename then 9 will replace the second initial

C

Computer generated check letters T = Tie Breaker another person with identical details this reduces by 1

Northern Ireland Driving Licence

The Driving Licence number is not recorded in the same format as DVLA issued licences in that they do not contain part of the surname nor indicate a middle name, e.g. 19819356. Please write the Northern Ireland Driving Licence number on the application form.

Birth Certificate

Please ensure that the date of birth and issue date are provided.

- Check the quality of paper used: genuine certificates use a high grade.
- There should be a watermark visible when the document is held to the light.
- Any signs of smoothness on the surface would indicate that the original text might have been washed or rubbed away.
- There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.
- Check the 'Name' and 'Date of Birth' on the application form matches those given on the Birth Certificate.
- Check the Certificate layout – Birth Certificate changes from landscape to portrait in 1969.

EU Photo Identity Card

Examine the card for evidence of photo tampering or any amendment of the printed details.

HM Forces ID Card

Examine the card for evidence of photo tampering or any amendment of the printed details.

Firearms licence

Check the licence is printed on blue security paper with a Royal crest watermark and a faint pattern stating the words 'Home Office'. Examine the licence for evidence of photo tampering or any amendment of the printed details, which should include home address and date of birth. The licence should be signed by the holder and bear the authorising signature of the chief of police for the area in which they live, or normally a person to whom his authority has been delegated.