



CRB Application & Verification – Guide

We have produced this guide to help you complete and verify CRB Disclosure Application Forms and inserts. Please note that it is our policy to return all incorrectly completed application forms.

Please keep a note of the unique form reference number which is printed on the top right hand side of the first page. This will enable us to locate your application on our database and on the CRB Liverpool Tracking service.

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Who does what – A quick reference guide?

Sections A to E of the Disclosure Application Form should be completed by the applicant. These sections compose the middle 2 pages of the form.

If the applicant requires more room to supply information regarding surname or address history examples of continuation sheets have been supplied on pages 4 and 5 of this guide. Continuation sheets can be downloaded from the CRB website via the following link.
<http://www.crb.homeoffice.gov.uk/pdf/New%20Continuation%20Sheet%20july%2010.pdf>

Sections W to Y are only to be completed by the Disclosure Team in York.

Section Z is for CRB's use.

The A4 Inserts should only be completed by the Verifying Officer.

Need more help?

The Policy on the safeguarding of vulnerable groups is contained in JSP 893. This can be downloaded from the Defence Intranet.

Contact us:

joanne.berridge684@mod.uk

Alternatively phone on 01904 665680 or 94777 5680

Visit our website: www.mod.uk/DBSNationalSecurityVetting

CRB Application & Verification Guide

CRB Application Form – Section A

Description: In Section A you should provide your name history and details of your birthplace. You will also need to provide details of your NI Number, passport & driving licence (where applicable).

In Section A you should provide a comprehensive name history, along with with the relevent dates.

This should include any maiden names, pre-adoption names, and any other forenames you may have used on official paperwork.

Please be aware that if information is entered at A5 then A6 and A7 become mandatory fields.

The image shows a screenshot of the CRB Application Form, Section A, titled 'applicant's details'. The form contains 31 numbered fields for personal information, including title, surnames, forenames, dates, gender, birthplace, contact details, and identification numbers (NI, driving licence, passport, ISA). Annotations include:

- A purple box at the top right contains explanatory text about name history and mandatory fields.
- A purple box on the right side, titled 'registered body use only', contains verification checkboxes for fields a1-a3, a14, a21, a23, and a25. An arrow points from this box to the 'a14 verified' checkbox on the form.
- Another purple box at the bottom right contains the text: 'Boxes 28 and 29 are not currently required as the ISA registration phase of the VBS is under review. However WEF 28.02.11 question 30 is mandatory.' An arrow points from this box to field 29 on the form.
- A purple box at the bottom left contains the text: 'This box is for Disclosure Team use only.' An arrow points from this box to the 'registered body use only' section on the form.

CRB Application Form – Section B to E

Description: These sections should be completed by the applicant. However, the Verifying Officer is responsible for ensuring that the form and inserts have been correctly completed.

It is essential that you provide 5 years continuous address history with no gaps or overlaps. All fields marked in yellow are mandatory, including country. BFPOs alone are not sufficient.

The image shows a screenshot of the CRB Application Form, sections B to E. Section B (current address) includes fields for address, town/city, county, UK postcode, and country. Section C (other addresses) includes fields for address, town/city, county, UK postcode, and dates from and to. Section D (apply for registration with ISA) includes questions about working, volunteering, and security information. Section E (declaration by the applicant) includes a declaration box and a date of signature field. Annotations highlight specific fields and provide guidance.

registered body use only
current address verified?

This box is for registered body use only and should **not** be completed by the applicant or the Verifying Officer.

A BFPO Number in B37 alone is not sufficient to ensure delivery of your disclosure. Please provide unit address, country and BFPO number.

If you require additional space for your 5 year address history please use the CRB continuation sheet.

Section D does not require completion as the ISA registration phase of the VBS scheme is currently being reviewed.

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.

CRB Application Form – Section W to Z

Description: Do **not** complete any section of this page. Sections W to Z are for the use of the Disclosures Team in York.

Completing any part of this page will invalidate your application and you will have to complete a new form.

Sections w, x and y for Registered Body use only Form Ref **F0055379285**

For help and assistance in completing this page please follow CRB guidance on the website - www.crb.gov.uk
Complete all sections marked in **BLUE** - if you do not, this form will be returned unprocessed and this will delay this application.

W evidence of identity

58 name of evidence checker

59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no yes

X apply for a CRB check

CRB
Criminal Records Bureau

60 is the applicant applying for a CRB check? no yes If 'yes' you must complete x61 - x68 as appropriate, if 'no' go to section y

61 position applied for

62 organisation name

63 level of CRB check Please cross one box only standard If crossed go to x67 enhanced If crossed go to x64

64 are you entitled to know whether the applicant is registered to work with children? no yes

65 are you entitled to know whether the applicant is registered to work with vulnerable adults? no yes

66 does this position involve working with children or vulnerable adults at the applicant's home address? no yes

67 application type application is for a new post holder
application is for an existing post holder
application is for an existing post holder who is being re-checked

68 is this application for a free of charge volunteer? no yes By placing a cross in the yes box, you confirm that the post meets the CRB definition for a free of charge volunteer application. Please note that CRB may recover the application fee if this box is marked in error and that this could result in the cancellation of your CRB registration. The answer to this question must be the same as for question d53, if completed.

Y statement by registered person

69 registered body number **2103840007** 70 countersignatory number **210384**

71 do you have payment on account? no yes Please enclose payment if required

72 declaration by registered person

I confirm that the requisite documentation and information has been supplied and checked in accordance with CRB guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a CRB check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

Signature of registered person
(please sign within the box provided)

73 date of countersignature

Z CRB use only

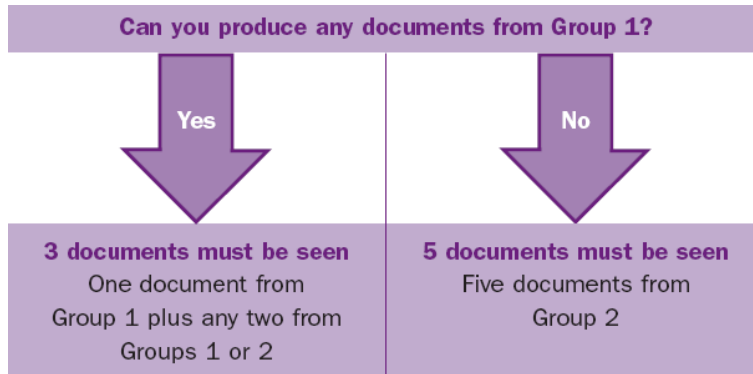
74 payment type received cheque postal order multipayment voucher

75 examined by

Documentary Evidence Sheet

Description: The Documentary Evidence Sheet is presented in the form of a separate insert and should be completed by the Verifying Officer to indicate the documents used to confirm the applicants' identity.

The form must be signed and dated and it is important that your name is legible.



Appendix 4
To Annex C

CRB Disclosure Application Form Documentary Evidence

Applicant Name: _____ Form Reference: _____

Registered Body Number: 21038400007

Guidance Notes
Please ensure that the correct number of documents from each group have been provided. The acceptable combinations are:

- One document from Group 1, plus any two from Groups 1 or 2
- If there are none from Group 1, five documents must be seen from Group 2

Key

- * less than 3 months old
- ** issued within last 12 months.

Group 1

<input type="checkbox"/> Passport	<input type="checkbox"/> EU National Identity Card
<input type="checkbox"/> UK Driving Licence (Full / Provisional) (England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. Photocard only valid when presented with counterpart licence.	<input type="checkbox"/> Birth Certificate (UK) If issued within 12 months of date of birth or short form acceptable.
<input type="checkbox"/> HM Forces ID Card (UK)	<input type="checkbox"/> Firearms Licence
<input type="checkbox"/> Adoption certificate	<input type="checkbox"/> Current address verified against HM Forces Records.

Group 2

<input type="checkbox"/> Marriage Certificate/Civil Partnership Certificate	<input type="checkbox"/> Financial Statement ** - e.g. pension, endowment, ISA
<input type="checkbox"/> UK National Insurance Card	<input type="checkbox"/> Vehicle Registration Document Document V5 old style and V5C new style only
<input type="checkbox"/> Statement of Intent to Register (UK)**	<input type="checkbox"/> Mail Order Catalogue Statement*
<input type="checkbox"/> Utility Statement*	<input type="checkbox"/> Court Claim Form (UK)** (documentation issued by Court Services)
<input type="checkbox"/> Bank statement, telephone (including mobile) contract/bill.	<input type="checkbox"/> Exam Certificate (e.g. GCSE, NVQ, O'Level, Degree)
<input type="checkbox"/> Birth certificate*	<input type="checkbox"/> NHS Card (UK)
<input type="checkbox"/> Birth certificate**	<input type="checkbox"/> Benefit Statement (e.g. Child Allowance or Pension)
<input type="checkbox"/> Insurance Certificate**	<input type="checkbox"/> Certificate of British Nationality (UK)**
<input type="checkbox"/> Council Tax Statement*	<input type="checkbox"/> Work Permit/Visa (UK)**
<input type="checkbox"/> 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*	<input type="checkbox"/> One of the following documents from the United Kingdom Borders Agency, Immigration and Nationality: <ul style="list-style-type: none">Convention Travel DocumentStateless Person's DocumentCertificate of Identity (CI)Application Registration Card (ARC)Immigration Status Document (ISD)
<input type="checkbox"/> Letter from a Head Teacher*	
<input type="checkbox"/> Addressed Pyslip*	
<input type="checkbox"/> National Insurance Card (UK)	

Verifier's Signature: _____ Address check against documentation?

Name (in BLOCKS): _____ Date: _____

Please tick the appropriate box to indicate which documents have been checked.

Key

- * Documentation should be less than 3 months old.
- ** Documentation should be issued within past 12 months.

Address check against documentation?

It is the responsibility of the verifier to check that one form of ID shows the applicant's current address. Tick box to confirm.

