

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 CRB guidance, and verified the verification check box
- X** apply for a CRB check
- 60 is the applicant applying for a CRB check
- 61 position applied for
- 62 organisation name
- 63 level of CRB check
- 64 are you entitled to know the applicant's name
- 65 are you entitled to know the applicant's address
- 66 does this position involve the applicant's name
- 67 application type

APPLICANT'S DO NOT COMPLETE SECTIONS W OR X (THE CPO WILL COMPLETE THESE SECTIONS)

Y statement by registered person

- 69 registered body number 205
- 71 do you have payment on account
- 72 declaration by registered person

Do not fill in Section Y
Leave this section completely unmarked. Do not even cross this section out

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)

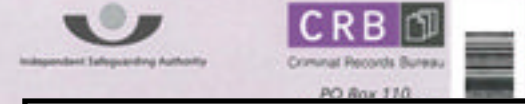
73 date of countersignature

Ignore Section Z
Leave this section completely unmarked. Do not even cross this section out

Z CRB use only

- 74 payment type received
- 75 examined by

Application form



How to fill in the new CRB Application Form correctly

- PLEASE READ CAREFULLY
- USE BLACK INK ONLY
- USE BLOCK CAPITALS
- DO NOT USE TIPPEX
- PLEASE DO NOT CROSS OUT UNUSED SECTION

This form can be used to apply for a CRB check and/or to register. If you are applying for both a CRB check and ISA registration application forms must be completed. **APPLICANTS MUST COMPLETE SECTIONS w, x, y OR z.** If you require help in completing the website on www.crb.gov.uk or talk to the person who provided the form.

Failure to complete this form correctly will delay your application.

YOU MUST

- Use **BLACK INK** throughout.
- Use **CAPITAL LETTERS** when completing the form.
- Complete all sections marked in **YELLOW** - if you do not, your form will be returned unprocessed and this will delay your application.
- Write clearly and insert only one character in each box.
- Put a line through a mistake, and correct it to the right.
- Mark choices in the box with a cross (X).
- Keep your signature(s) within the box provided.
- Provide all addresses where you have lived in the last 5 years. If you have lived overseas within this period please include these addresses.

YOU MUST NOT

- Write over the edges of each box.
- Place stamps or stickers on the form.
- Staple anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable. Please leave it blank.

proving your identity

After you have completed sections a, b, c, d and e please return the form to the person who provided you with the form. They will then ask you to provide a range of documents to confirm your identity. A list of acceptable documents can be found on www.crb.gov.uk/id

identity documents

- You must provide original documentation only; photocopies will not be accepted.
- At least one document must confirm your current name, as recorded in section a.
- At least one document must confirm your date of birth, as recorded in section a.
- At least one document must confirm your current address, as recorded in section b, and be no older than 3 months.
- Whenever possible, where you hold a document containing a photograph from the approved identity document list, this should be submitted.

applicant's checklist

Before you pass this form to the person who provided it to you, please ensure you have:

- Completed all the **mandatory** fields, highlighted in yellow in sections a, b, d and e.
- Provided all the addresses where you have lived in the last 5 years.
- Signed the declaration in section e.

Now pass the following to the person who provided you with this form:

- Application form.
- Identity documents.
- Continuation sheets (if you have used any); available from www.crb.gov.uk
- Payment (if you have been asked to provide this).

Tax processing notice

The Criminal Records Bureau will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where necessary, you may be contacted for further information.

SECTION D CAN BE IGNORED

APPLICANTS

APPLICANTS MUST COMPLETE SECTIONS a, b, c, d AND e ONLY

DO NOT COMPLETE SECTIONS w, x, y OR z

a applicant's details

1 title mr mrs miss ms other

2 surname

3 forename(s)

4 have you ever been known by any other names? no yes If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14 Use a continuation sheet if necessary, available from www.crb.gov.uk

5 surname

6 forename(s)

7 dates from and to

8 surname

9 forename(s)

10 dates from and to

11 surname

12 forename(s)

13 dates from and to

14 date of birth

15 gender male female

16 place of birth (town)

17 place of birth (country)

18 e-mail address

19 contact telephone number

20 do you have a national insurance number? no yes If 'yes' you must complete a21, if 'no' go to a22 registered body use only

21 national insurance number

22 do you hold a valid UK driving licence? no yes If 'yes' you must a1-a3 verified

23 driving licence number

24 do you hold a valid passport? no yes If 'yes' you must if 'no' go to a28

25 passport number

26 nationality

27 country of issue

28 do you have an ISA registration number? no yes If 'yes' you must complete a29, if 'no' go to a30

29 ISA registration number

30 do you have a Scottish vetting & barring number?

31 Scottish vetting & barring number

Fill in Section A

**SECTIONS 5—13 ONLY
NEED FILLING IN IF YOU
HAVE ANSWERED 'YES'
AT SECTION 4**

**CPO/THE VERIFIER SHOULD
PUT X IN THE BOXES ONLY
WHEN THEY HAVE SEEN THE
ORIGINAL DOCUMENTS**

DO NOT COMPLETE THIS SECTION

b current address

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

32 address

33 town/city

34 county

35 UK postcode

36 country

37 at address since

38 address

39 town/city

40 county

41 UK postcode

42

43 dates from and to

44 address

45 town/city

46 county

47 UK postcode

48 country

49 dates from and to

Fill in Section B

**Section C only needs
completing if you have
changed address in the last
5 years**

d apply for registration with ISA

DO NOT COMPLETE THIS SECTION

e declaration by the applicant

55 have you ever been convicted of a criminal offence or received a caution, reprimand or warning? no yes Applicant declaration (please sign within the box provided)

56 declaration by the applicant

By signing the applicant declaration that I have provided in support of and understand that knowingly purpose may be a criminal offence

57 date of signature

**MAKE SURE THAT YOU DATE AND SIGN
THE FORM**

