





Complete Guide for completing the New CRB Application Form

Applicant's Guide:

Section A1 to Section E57 to be filled by the Applicant.

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| Section A | |
| 1 | Select one option only. |
| 2 | Please ensure Surname is provided. |
| 3 | Please ensure Forename is provided, including all Middle Name(s) . |
| 4 | If you have been known by any other names, you must complete the full name(s) in a5 – a13 including dates from and to [MMYYYY] |
| 5 to 13 | Please use this section to declare all other forename(s) and surname(s) used, including dates from and to [MMYYYY] Use a continuation sheet if necessary. |
| 14 | DDMMYYYY (e.g. 14051971 for 14 May 1971). |
| 15 | One box must be crossed. |
| 16 | Please enter the TOWN where you were born. |
| 17 | Please enter the COUNTRY where you were born. |
| 18 - 19 | Enter your email address and contact number. (This is not mandatory, but is useful if we or CRB require further information) |
| 20 - 21 | You must cross YES or NO, if YES provide your National Insurance number and this must be nine characters in length. |
| 22 -23 | You must cross YES or NO, if YES provide your Driving Licence number. Also note you can only cross YES if you have a UK Driving Licence. |
| 24 to 27 | You must cross YES or NO, if YES provide your Passport number, nationality and country of issue. |
| 28 to 31 | DO NOT FILL THIS PART UNTIL FURTHER NOTICE. |
| Section B | |
| 32 – 37 | Enter your CURRENT address. Month and Year must be entered - MMYYYY (e.g. 061985 for June 1985) If you have not lived at this address in the last five years, Section C must be completed. |
| Section C | |
| 38 to 49 | If you have not lived at your current address for the last five years, you must provide your previous address history that covers last five years with NO gaps in dates . Use a continuation sheet if necessary. |
| Section D | |
| 50 to 54 | DO NOT FILL THIS PART UNTIL FURTHER NOTICE. |
| Section E | |
| 55 to 57 | Declaration by applicant, cross YES or NO. Only one box must be crossed. Applicant signature must be present. |
| Employer's Guide: | |
| Section W58 to Section X67 to be filled by the person who has verified the applicant's identity documents. | |
| Section W | |
| 58 to 59 | This must be the name of the person who has verified the Identity documents. Must cross YES or NO [Please note true identity of the applicant must be seen] Also ensure that enough documents are checked and information is provided to Nestor Criminal Records Agency. For list of Valid Identity Documents, see Page 2 of this document. |
| Section X | |
| 60 | Always cross YES until further notice. |
| 61 | Enter the title of the position you are applying for e.g. Teacher, Nursery Assistant, Carer, Careworker etc. If the job title does not make clear nature of the work, be more specific (for example, Manager Childcare Services). If the post is for a volunteer, ensure you cross YES to section X68. |
| 62 | Please enter the Name of the Organisation the applicant is or will be working for. |
| 63 | Please cross ONE box only. [You can not apply for standard disclosure if the applicant is working with Vulnerable adult or children] |
| 64 to 66 | Please cross ONE box only. |
| 67 | Please cross ONE box only. |
| 68 | Cross YES if the post is for a volunteer, else cross NO. |
| Section Y 69 to 73 | DO NOT FILL or SIGN SECTION Y. This section is for Nestor Criminal Records use only. |
| Section Z | DO NOT FILL. CRB USE ONLY. |

Confirming Applicant's Identity

| Which documents the applicant need to provide? | |
|---|--|
| Can the applicant produce any documents from Group 1? | |
|  |  |
| 3 DOCUMENTS MUST BE SEEN One document from Group 1 plus any two from Group 1 or Group 2 | 5 DOCUMENTS MUST BE SEEN Five documents from Group 2 |

Please note all documents must be in applicants current name (marriage certificates excepted).

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

Group 1 Documents

| | | |
|---|---------------------------|---|
| Valid Passport (any nationality) | Adoption Certificate (UK) | Original UK Birth Certificate (issued within 12 months of date of birth) |
| EU National Identity card (EU countries only) | UK Firearms licence | UK HM Forces ID Card |
| UK Driving Licence (either photo card or paper) England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence | | |

Group 2 Documents

| | | |
|--|---|---------------------------------------|
| Utility Bill including mobile phone contract bill* | Bank or Building Society Statement* | Mail Order Catalogue Statement* |
| Store Card Statement* | TV Licence ** | Credit Card Statement* |
| Addressed Payslip* | Financial statement (pension, ISA etc)** | P45/P60** |
| Benefit Statement* | Work Permit/Visa** | Court Claim Forms (UK)** |
| Mortgage Statement** | Valid Insurance Certificate | Valid NHS Card |
| NI Number Card | Connexions Card (UK) | Valid TV Licence |
| Marriage Certificate | Certificate of British Nationality | Valid Vehicle Registration Document** |
| Exam Certificate (GCSE, NVQ etc) | CRB Disclosure Certificate** | Letter from Head Teacher* |
| Non UK birth certificate | | |
| A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)* eg. Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security. | | |
| One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK) Do not use more than one of the following documents. Convention Travel Document (CTD), Stateless Person's Document (SPD), Certificate of Identity (CID), Application Registration Card (ARC) | | |

* Documentation should be less than three months old

** Issued within past 12 months