

MANDATORY RULES FOR COMPLETING A CRB APPLICATION FORM

Section A

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|-----|--------------------------|---|
| 1 | Title | Select only one option. |
| 2 | Surname | Please ensure a name is provided. |
| 3 | Forename(s) | Many people do not use their middle name , however, all forenames must be provided. |
| 4 | Current address | Please ensure a current address is provided. |
| 6/7 | Town/City/County | At least one of Items 6 and 7 must be completed. |
| 8 | Postcode | The full postcode must be entered. |
| 9 | At current address since | Month and Year must be entered - MMYYYY (e.g. 061985 for June 1985) If less than five years ago, Section D must be completed. |
| 10 | Date of birth | DDMMYYYY (e.g. 14051971 for 14 May 1971). |
| 11 | Current gender | Only one box must be crossed. |

Section B

- | | | |
|--------|----------------------|---|
| 13 | Position applied for | Enter the title of the position you are applying for e.g. Carer, Careworker etc. If the job title does not make clear the nature of the work, be more specific (for example, Manager, Childcare Services). If the post is for a volunteer e.g. volunteer classroom assistant, only write classroom assistant. |
| 14 | Organisation name | Name of your organisation. |
| 15- 19 | | Address of your organisation. |

Section C

- | | | |
|--------|------------------|---|
| 20 | Surname at birth | <p>If you have entered 'Mrs' or 'Ms' in section A, Item 1, please enter your surname at birth*, even if it is the same as provided at Section A, Item 2.</p> <p><i>*Note: Applicants who were adopted before the age of 10 years do not need to provide their name at birth in Section C of the application form, they should give their adoptive name. This is because the age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name used until the age of 10 years.</i></p> |
| 20- 27 | Additional names | If any other names are provided then please make sure the date fields (from and to) are completed for each. |
| 28 | Town/City | This is required, whether the country of birth is in the UK or not. |

Section D

If current address given at Section A is less than five years ago, section D must be completed. **This must cover a continuous five-year period; there must be no gaps in the addresses provided for this period.** Use a continuation sheet if necessary. **Please give full address details, including postcode and the date when the applicant resided at these addresses.**

If an applicant has not lived at their current address for more than five years and has provided other addresses you should, where possible, ask for documentation to verify this information.

Section E

Information in Section E is no longer required and should be left blank.

Section F

Information in Section F is no longer required and should be left blank.

Section H

66 / 68 Declaration by applicant A signature must be present.

Section X

Please check Identification Documents and verify by ticking box X15 - if you need ring Nestor CRA on 08456021749 :

X 15/16 Evidence seen and checked by This must be the name of the person who has verified the ID.

[Also see the CRB Applicants Guide to Completing the Disclosure Application for a full list of valid Identity Documents.](#)

Section Y

Y1	Registered Body number	Already printed by CRB
Y2	Countersignatory number	Leave blank for Nestor CRA to complete
Y6, Y7	The level of criminal record check required in respect of this application	Leave blank for Nestor CRA to complete
Y8	Registered Body to pay	Leave blank for Nestor CRA to complete
Y9	Declaration by registered person	Nestor Criminal Records Agency's registered person must sign this.

Top Common Errors:

No. 1 Five-year address history. Gaps in address histories are by far the biggest cause of rejected forms.
No. 2 Middle name missing. When an applicant submits information such as a driving licence number and it indicates that a middle name exists, but it has not been detailed on the application form, the CRB will reject the form and return it to the RB for clarification.

No. 3 Surname at birth missing. *An applicant crosses MS or MRS, but does not enter surname at birth in Section C20. The surname at birth must always be provided even if this is the same as the surname recorded in Section A.

No. 4 Missing signature. The application form should always be signed by the registered Countersignatory at Section Y9, and by the applicant at Section H68.

If you make any of these errors, your Disclosure will take longer to process.