

CRB Application Guide to Completion

Please read this carefully. Forms filled in incorrectly may not be processed or may be rejected by the CRB. This will add considerable time to your application. It is a potentially a criminal offence to give false, or incomplete information.

- You must complete the form in BLACK INK using BLOCK CAPITALS. Do not use *handwriting* or small letters.
- You must give all details of any previous forename or surname you have been known as.
- You must put in middle names even if you don't normally use them.
- Details of your current address and any previous address you have lived at for at least 5 years. Put dates for addresses in MMYYYY format (i.e. if you moved on 1st April 2003 put **042003** but put dates for dates of birth and date of signing in DD MM YYYY format. There must be no gaps in the addresses but they can overlap (i.e. you move out of one place March 2009 you must put **032009** and for the new address, the start date must be at least **032009 (or earlier)**. It can't be 042009 as there is a gap between the two dates.
- **If you were adopted before** the age of 10: you do not need to give your name at birth in Section C. **If you were adopted after** the age of 10, you need to give all previous and current names.
- Please only leave gaps between words but not post codes or telephone numbers i.e.

32	address	8	C	U	L	V	E	R	D	E	N	P	A	R	K	R	O	A	D					
33	town/city	T	U	N	B	R	I	D	G	E	W	E	L	L	S									
34	county	K	E	N	T																			
35	UK postcode	T	N	4	9	Q	X			36	country	U	N	I	T	E	D	K	I	N	G	D	O	M
37	at address since	1	0	1	9	9	5																	

If you live in the **United Kingdom** you must state this in B36 – do not leave this blank, do not put **UK** If you haven't moved in the last five years, leave section C blank.

ISA Registration hasn't yet been approved by the Home Office. Until they give approval do not complete boxes 28 – 31 & 50 – 54.

Providing Documents to Prove Your Identity

Questions A20 – 24 as if you have a valid National Insurance Number, Driving Licence &/or Passport. To be valid you must provide evidence of it. These are:

- National Insurance Number **Addressed** Payslip (unaddressed one isn't valid), National Insurance Card, Letter from HMRC or DWP.
- Driving Licence Photocard & Paper Counterpart – (Photocard section must not have expired) or Old paper-only licence. Either document must state your current address.
- Passport Must be in date on the details page (or have an in-date authorised extension stamp on one of the observation pages)

If you hold one of the above details but it is not in date or it has the wrong address on it, then please cross **no**.

If you make a mistake on the form

Please read the instructions fully and complete each section carefully. If you realise you've made a mistake:

If you cross a box by mistake, cross the correct box and then circle it no yes

V	A	N	E	S	A	J	O	N	E	S														
J	O	N	E	S							V	A	N	E	S	S	A							

If you make a mistake when writing in details, put a line through the mistake and, if there is enough empty boxes remain, write the correct information in the next available text box to the right. If there is not enough space, you must include the information instead on an official continuation sheet.

Do not use liquid paper

Documents needed to Confirm Identity (see below)

To be acceptable, it must have your current name and be still valid (i.e. not expired). Any document with a previous address cannot be accepted.

Group 1	
• Valid passport (any nationality)	
• Adoption Certificate (UK)	
• UK Firearms Licence	
• Valid photo identity card (EU countries only)	
• Original UK Birth Certificate (issued within 12 months of date of birth)	
• UK Driving Licence (old-style paper)	
• UK Driving Licence (BOTH <i>photocard & paper counterpart</i>)	
• Forces ID Card (UK Only)	

* Passport in a previous name (i.e. prior to marriage) is acceptable if proof of change of name (i.e. marriage/civil partnership certificate) is also produced

Group 2	
• Marriage Certificate	• Connexions card
• Valid NHS Card	• National Insurance Card
• Valid vehicle registration document	• Exam certificate (e.g. GCSE, NVQ)
• 1 of any of the following Borders & Immigration Agency (<i>formerly IND</i>) Documents: Convention Travel (CTD), Stateless Person's (SPD), Certificate of Identity (CID), Application Registration Card (ARC)	
• UK Birth Certificate (issued after 12 months of date of birth)	

The following must have been issued within the last 12 months

• Court Summons	• Financial Statement (e.g. Pension, endowment ISA)
• Valid TV Licence	• Current/Most Recent Council Tax Bill
• Work permit / visa	• CRB Disclosure
• P45/P60 statement	• Mortgage Statement
• Child Benefit Book	

The following must have been issued in the last 3 months

• Addressed payslip	• Utility Bill (electric, gas, water, phone contract/bill)
• Valid Insurance Certificate	• Bank/Building Society Statement
• Mail order catalogue statement	• Letter from Head Teacher (children at school/college only)
• Credit Card Statement	• Store Card Statement
• Document from the Central/Local Government giving entitlement or a Benefit Statement (i.e. Benefits Agency, Employment Service, Inland Revenue, Job Centre Plus)	

Can you produce any document from Group 1?

Yes

3 Documents to be seen.

1 Document from Group 1 & any 2 others from Groups 1 or 2.
All documents must be ORIGINALS not PHOTOCOPIES
2 documents must have your correct current address
1 document must have your date of birth on it

No

5 Documents to be seen.

5 Documents from Group 2
All documents must be ORIGINALS NOT PHOTOCOPIES
2 documents must have your correct current address
1 document must have your date of birth on it

If the document isn't on the above list, it is not acceptable. These include, landlord tenancy agreements, delivery notes from Royal Mail/Courier companies. Documents printed of a website (i.e. online bank statements are also not valid).