Criminal Record Disclosures – Guide to Completion

The Criminal Records Bureau is very particular in how the form should be completed. Please ensure that the following are completed fully: All parts of sections A, B, C, D & H. (note: Section E, F, G, X, Y & Z should be blank.).

ANY SECTION THAT IS LEFT BLANK DO NOT CROSS THROUGH **OR WRITE 'NOT APPLICABLE'**

- You must complete the form in **BLACK INK ONLY.**
- If you use the title "Ms" in Section A but you have never been known by a previous surname, you **must** enter your surname in Section C even though this is the same name.
- You must give all details of any previous forename or surname you have been known by.
- You must give full details of your current and all previous addresses for the last **five** years. There must be no gaps or overlaps in the dates.
- Put dates for *addresses* in MMYYYY format (i.e. if you moved on 1st April 2003 put **0 4 2 0 0 3 but** put dates for dates of birth and date of signing in DD MM YYYY format.
- **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.
- **Position Applied for:** please be clear what the job is but **do not** put **"**Volunteer**"** as this is stated elsewhere
- Please only leave gaps between words but not post codes or telephone numbers i.e.

Address	1	8		A	C	A	C	I	A		A	V	E	N	U	E				
Town/City	A	N	Y	T	O	W	N													
Post Code	A	N	2	6	A	V														
Telephone	0	1	9	9	9	1	2	4	5	5	4									

If there any gaps the CRB will automatically return the form for completion. This will add at least four weeks to the time to process the application.

Evidence of Identity

All documentation needs to be presented with the Disclosure Form to the Countersignatory (Crossways Community) before it can be signed and sent to the CRB. **Please ensure that both boxes 68 & 69 are signed.**

Documents needed to Confirm Identity (see below)

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

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

Group 2 (please note 2 documents must have your name and current address on them). The following in this colour must have been issued within the last 12 months. Those in this colour must have been issued in the last 3 months

• Marriage Certificate	• UK Birth Certificate (issued after 12 months of date of birth) (full/short form acceptable)	
• Valid NHS Card	• National Insurance Card	• Exam certificate (e.g. GCSE, NVQ)
• Connexions card	• Valid vehicle registration document	
• 1 of any of the following Borders & Immigration Agency *(formerly IND)* Documents: Convention Travel (CTD), Stateless Person's (SPD), Certificate of Identity (CID), Application Registration Card (ARC)		
• **Court Summons**	• **Financial Statement (e.g. Pension, endowment ISA)**	• **P45/P60 statement**
• **Valid TV Licence**	• **Current/Most Recent Council Tax Bill**	• **Child Benefit Book**
• **Work permit / visa**	• **CRB Disclosure**	• **Mortgage Statement**
• **Addressed payslip**	• **Utility Bill (electric, gas, water, phone contract/bill)**	• **Credit Card Statement**
• **Valid Insurance Certificate**	• **Bank/Building Society Statement**	• **Store Card Statement**
• **Mail order catalogue statement**	• **Document from the Central/Local Government giving entitlement or a Benefit Statement *(i.e. Benefits Agency, Employment Service, Inland Revenue, Job Centre Plus)***	
• **Letter from Head Teacher (minors only)**		

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