

CRB Application Form e-guide

English e-guide

Welcome to our guide to the application process for a CRB check, ISA registration or both. It is intended for use by applicants and Registered Bodies. Here you can find out more about how to apply and follow the step-by-step guidance on filling out the form.

Guide for applicants

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Introduction

The part of the guide is aimed at **the applicant or potential employee or volunteer** and provides step-by-step information on how to complete your part of the application form.

If you are applying for both a CRB check and ISA registration for the same post, you can do so on one application form. If the CRB check and ISA registration are for different posts, you must use two separate application forms.

As an applicant, you must complete sections a to e in the centre pages of the form. Once completed, return the form to the person who gave it to you, along

with your identification documents so that the Registered Body can check your details, complete the last page of the form and submit it to the CRB.

Be careful when you are filling out the form as any errors may delay your application or cause the form to be rejected.

General Rules

Here are some general rules that apply throughout the application form:

- Write clearly in CAPITAL LETTERS using black ink and place only one letter or number in each box. Leave a blank box as a space between words.
- If any of the fields are not relevant to your particular application, please leave them blank. Do not strike through any of the sections or state that a field is 'not applicable' or 'N/A'.
- Do not write anything outside the boxes on any part of the form, including the front page.
- Don't place any stickers or stamps on the form, for example address labels.
- Do not use correction fluid.
- If you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it.
- If you make a mistake when writing in your details, put a line through the mistake and, if enough empty boxes remain in that field, write the correct information starting 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.
- Continuation sheets can be downloaded from the CRB website at www.crb.homeoffice.gov.uk/continuation
- Use them to record information that is required but which you are not able to fit in the boxes provided on the application form, such as 'other names' combinations and 'other addresses'.
- Follow the same general rules when filling in the continuation sheet that are outlined here for completing the application form.
- Include the application form reference number (located on the front of the form) along with your name and date of birth on the continuation sheet to ensure that it can be matched up to your form.
- Do not attach anything to the form by any means. Continuation sheets should be placed inside the relevant application form.
- As an applicant, you must complete all of the mandatory information – that is, the fields marked in yellow - in Sections a, b, c, d and e and all other fields that are relevant to your application.
- If you answer 'yes' to any of the mandatory fields marked in yellow, you must then go on to complete the rest of the details requested. Please be aware that, if any required information is missing, your form will be rejected and your application delayed.

Section a - applicant's details

Section 'a' requires you, the **applicant**, to record your full name, gender, date and place of birth and other information relating to your personal documentation. You will also be asked by the Registered Body to provide original documentation to confirm many of the details you provide in this section.

[a1] TITLE:

Place an X in the box against your title. If your title is not listed don't cross any of the boxes but instead write your title in the space provided.

As crossing the 'Mrs' box tells us that you are married, we will need to see your maiden name later on in the form as part of your 'other name' combinations. This, of course, is the case for anyone that is or has been married.

[a2-3] FULL NAME:

Write your current name in full, including your surname and all your forenames, even if you don't use them regularly. Remember to write in capital letters and leave a blank box as a space between each name.

If there are not enough boxes for you to provide all of your forenames then please record any additional names on a continuation sheet, which can be downloaded from the CRB website at www.crb.homeoffice.gov.uk/continuation

[a4-13] OTHER NAMES:

Next, you must tell us if you have ever been known by any other names – this includes surnames and forenames. This could be through marriage, civil partnership, divorce, deed poll or for any other reason.

If you have used other names, you must cross the 'yes' box against a4 and then provide us with all the combinations of both your forenames **and** surnames that you have used.

These fields work in groups of three, a5 to a7, a8 to a10 and a11 to a13. Make sure that with each surname you provide you also include the forename or forenames that you used with that surname, and the dates between which you used each of these name combinations. As indicated by the lettering in the boxes MMYYYY, the dates in this section should be provided using the month and the full year.

If any of these pieces of information are missing, your form will be rejected and your application delayed.

There is space to include three of these name combinations on the form. If you have used more than this, then you must provide the details on an official continuation sheet. Go to www.crb.homeoffice.gov.uk/continuation to download a sheet.

[a14] DATE OF BIRTH:

As with any date fields on the form, the date of birth boxes indicate the format that you need to use when supplying this information. In this case, begin with the day first, followed by the month and then the year in full. For example, if you were born on 29th March 1968, you would place '29' in the 'D' boxes and '03' in the 'M' boxes, followed by the year of your birth in full, '1968' in the 'Y' boxes. Please take a careful look at the format required before you write in any date fields.

[a15] GENDER:

Place an X against your gender. Transgender applicants should contact the CRB Transgender Line on 0151 676 1452 or email crbsensitive@crb.gsi.gov.uk for further advice.

[a16-17] PLACE OF BIRTH – TOWN & COUNTRY:

Provide both the town and the country in which you were born, these details must match those found on your birth or adoption certificate. These fields are marked in yellow, which means they must be completed.

[a18] EMAIL ADDRESS:

Please provide us with your email address if you have one. Although you don't have to include this information, it is useful as we may email you if we need to contact you about your application. This must also be written in capital letters.

[a19] CONTACT TELEPHONE NUMBER:

You don't have to provide us with a contact telephone number, but it is helpful if you do include either a mobile number or a landline, including the area code (for example 0121), as we may use this if we need to contact you about your application.

The remaining fields in section a relate to your personal documentation, including your National Insurance number, driving licence, passport and registrations with the ISA and the Scottish Vetting and Barring Scheme. You must indicate if you have any of these by placing a cross in the respective boxes.

If you don't have the document or number being requested, just put a cross in the respective 'no' box and move on to the next question.

Remember, if you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it. Don't use correction fluid.

If you place a cross against one of the 'yes' boxes, for example to indicate that you hold a valid passport, you must then also provide the details requested about that particular document. In this case, your passport number, nationality and the country of issue. Please take care whilst filling in these details and make sure that you provide the correct information as it appears on the relevant document.

If you have indicated that you hold a driving licence or a passport, you must produce the originals for the Registered Body to confirm the details you have provided on your application form. The UK photocard driving licences are only valid with the paper counterpart, so both parts must be produced. We do not want to know about foreign driving licences. Only tell us about a valid driving licence from England, Wales, Scotland, Northern Ireland, the Isle of Man or Jersey.

Section b – current address

Sections b and c of the application form ask you for details of your five-year address history.

If you do not have a straightforward address history, perhaps because you are a student, a frequent traveller, a member of HM Armed Forces or you are in sheltered accommodation, the link at the end of this section will provide you with more detailed information about how to fill in your address information in sections b and c on the application form. However, in many instances, the guidance which follows still applies so we recommend that you watch this through first.

Provide the address where you are currently living in section b. This will be where we will write to you and send the results of your CRB check or ISA-registration.

If the first part of your address is fairly lengthy, as in our example, you may split it across the two lines of boxes in section b32. Remember to leave an empty box between each word.

Please ensure that you provide a complete address. The only field that is not mandatory is the county (b34).

The country field is mandatory. If you are a resident of the United Kingdom you must write the words UNITED KINGDOM in b36 and provide your postcode in b35. If you do not live in the United Kingdom, you must still provide the name of the country where you live but leave the postcode field blank.

In b37 put the month and year that you moved into this address.

If you do not have a straightforward address history because you are, or have been in the last five years:

- **a student**
- **working away from home**
- **a frequent traveller**
- **living on a canal boat, cruise ship or merchant vessel**
- **of no fixed abode**
- **a member of HM Armed Forces**
- **overseas**
- **living in a refuge or sheltered accommodation**

The information below provides you with more detailed information about how to fill in your address history in sections b and c on the application form.

Students

If you are a student and you live on campus or in other student accommodation during term time but reside with your parents (or a similar permanent home address) in the period between academic years, put the address where you want us to write to you and send the certificate to, in section b.

If this is your parents' address (or similar permanent home address), the date you have been 'at the address since' in b37 should be the month and full year you originally moved into that address.

Ensure that you provide a complete address. The only field that is not mandatory in section b is the 'county' field. If you live in the United Kingdom, you must write the words 'UNITED KINGDOM' in b36 and provide your postcode at b35. If this address is not in the United Kingdom, you must still provide the name of the relevant country but leave the postcode field blank.

If you have lived at this address for at least five years, you must still provide details of all the student addresses you lived at during the last five years in section c so that we have your full address history for that period.

As it is likely there will be gaps between your student addresses, as you leave one student address in the summer and do not move into the next address until the autumn when you begin your next year of study, we will use your parents' address (or the similar permanent address you have supplied) to fill in the gaps.

Because of this, if you moved into your parents' address less than five years ago, you must include in section c any previous family homes that you have lived at outside term-time during the last five years.

We will not assume the address you provide in section b is your parents' address. We will not make assumptions about whether or not the addresses you provide in section c refer to your parents' address. You must tell us on a continuation sheet, or separate sheet of paper, which of the addresses you have provided are these more permanent residences. Do not write this information on the application form itself.

If you prefer that we write to you and send your certificate to your student address, please provide this at section b and your parents' address (or similar permanent address) in section c.

Provide the full address details of the halls of residence or other student accommodation you have lived at in the last five years in section c.

These details are requested in blocks of six fields, c38 to c43 and c44 to c49, which are similar to those in section b. The only field that is not mandatory is the 'county' field.

If you are still living at your most recent student address, you must complete the 'dates from and to' fields but the 'date to' will be the month and year in which you complete and sign your application form. Do not leave this field blank or your application will be delayed.

Similarly, if you have provided your parents' address (or similar permanent address) where you reside outside term times in section c, the 'date to' will be the month and year that you were last residing at this address.

Please do not write 'current', 'still there', 'present' or any similar phrases in any of the fields or anywhere else on the application form.

There is space on the application form to record up to two additional addresses. Further addresses should be supplied on an official continuation sheet, which can be downloaded at www.crb.homeoffice.gov.uk/continuation

Working away from home

If at any time in the last five years you have been required to spend a day or two away from your permanent address due to your work, we do not require details of the hotels or similar types of residency that you stay in for those short periods.

If you are a travelling salesman, a pastor, a speaker, a locum, a supply teacher, or similar and the nature of your work means that you are frequently spending one or two days in different places away from your permanent address, we do not require details of each of the places that you visit. Simply provide the details of your permanent address in full in section b and the date that you first started living there.

However, if you spend months at a time living at an alternative address that is not your permanent home address we do require the details of this residence

and the dates between which you were at the alternative address. Put this information in section c. Provide details of your permanent home address in section b. In both cases, the only field that is not mandatory is the 'county' field.

Similarly, if your work requires you to reside somewhere other than your home address during the week but you return home to your permanent residence at weekends, you must provide the address details of both residences.

Use section b to provide the details of your permanent home address – it is this address that we will use to write to you and send your certificate or registration details to.

Use section c to tell us about the other address. We require the month and year at which you first started to stay at that address and the month and year in which you last stayed at that address. These 'dates from and to' must be completed, so if that you continue to use this alternative address at the time of your application, please provide the current month and full year as your 'date to'.

Please do not write 'current', 'still there', 'present', 'not applicable', or any similar phrases in any of the fields.

Frequent or long-term travellers

We do not require details of your one or two-week annual holidays.

However, if you have spent long periods of time travelling around the UK or abroad in the last five years, we do require some details from you.

In all cases we require a full address in section b at which we can write to you and send your certificate or ISA-registration details to. The only field that is not mandatory in section b is b34, the 'county' field.

If you were travelling abroad:

In section c you must write the word 'TRAVELLING' in the address field, supply the name of the country in which you were travelling in the 'country' field and the dates between which you were in that country in the 'dates from and to' fields. These should be provided using the month and year (MM/YYYY) format. Leave all other fields blank.

If you were travelling around the United Kingdom:

In section c you must write the word 'TRAVELLING' in the address field, provide the name of the county and write 'UNITED KINGDOM' in the country field. You must also provide the dates between which you were travelling in that area using the month and year (MM/YYYY) format.

There is space on the application form to record up to two additional addresses. Further addresses should be supplied on an official continuation sheet, which can be downloaded at www.crb.homeoffice.gov.uk/continuation

Employees or residents of Cruise ships, Canal Boats or Merchant vessels

If, during the last five years, you have lived or worked on a cruise ship, canal boat, or merchant vessel which, essentially, became your permanent place of residence for that period of time, then you must provide the registered port address or the permanent mooring address for that ship, boat or barge in section c. We do not want to know about each of the places that you passed through or temporarily stopped off at, only the registered port or permanent mooring address. You must also provide the dates between which you lived on the vessel.

We do not need to know about standard holidays on boats or ships unless they have lasted for months at a time and have, essentially, become your permanent residence and are within your five-year address history – in which case you must provide details as above.

No Fixed Abode

If, during the last five years, there has been a period of time during which you had no fixed abode, you must supply some details about this in section c.

Write 'NO FIXED ABODE' in the address field and provide the town or city, the county and the country where you were during this period, along with the dates between which you were of no fixed abode. These dates should be provided using the month and year (MM/YYYY) format. If you were of no fixed abode in more than one county, you must supply each one as a separate address using this same format.

We cannot accept 'NO FIXED ABODE' as your current address in section b. This is because we require a full address at which we can write to you and send your certificate or ISA-registration details. In these circumstances you must provide a 'care of' address in section b and explain this on a separate sheet or on a continuation sheet. An official continuation sheet can be downloaded at www.crb.homeoffice.gov.uk/continuation

HM Armed Forces

If you are a member of Her Majesty's Armed Forces and you have a British Forces Post Office (BFPO) number, you may use this as your current address in section b of the form or, if relevant, as part of your five-year address history in section c.

Due to a specific arrangement with HM Forces, the fields that are mandatory for all other forms of address are not required for BFPO addresses.

Simply write your BFPO number in the 'address' field and leave the town/city, county, UK postcode and country fields blank. Do not write 'not applicable' or 'N/A' or any other information in these boxes.

If you are supplying the BFPO number as your current address, we still require the month and full year at which you began using this address in b37.

If you are supplying the BFPO number as part of your 'other addresses' history in section c, we still require the 'dates from and to' that you used this address.

Overseas

A previous overseas address

If you have lived at an address anywhere other than the United Kingdom in the five years prior to the date you are filling out the form, you must supply some information in relation to this.

Write the word 'OVERSEAS' in the 'address' field, the name of the country in which you were living in the 'country' field and the dates between which you lived there in the 'dates from and to' field – these should be provided using the month and full year (MM/YYYY) format.

Please leave all other fields relating to this address blank. Do not write 'not applicable' or 'N/A' or any other information in these boxes.

A current overseas address

If you are currently living abroad but you are applying for work with children or vulnerable adults in the United Kingdom, you must supply your full address in section b. It is this address that we will use to write to you and send your certificate.

Women's refuge/ sheltered accommodation

If you have lived at a women's refuge or other type of sheltered accommodation in the last five years we require details of this address. However, you should not make any reference to the nature of the address when providing details about it.

If it is your current address, simply provide the number of the residence and the name of the road in b32, followed by the remainder of the information required in that section. All fields marked in yellow are mandatory.

If the address is in the United Kingdom, please write UNITED KINGDOM in b36 and supply the postcode in b35.

The date at which you began living at the address should be provided using the month and full year format (MM/YYYY).

If it is a previous address, please provide the information in the same way in section c and tell us the dates between which you lived at the address.

If you do not fall into any of these categories and you are having difficulty completing your address history, please contact the CRB on **0870 90 90 811** for further advice. The most important points to remember in all cases are:

- we require a complete address history going back a full five years prior to the date you complete your application
- the address you provide in section b as your 'current address' should be where you want us to write to you and where you will receive your certificate or ISA-registration details.

Section c – other addresses

If you have not lived at the address entered in Section b for at least five years, you must provide all the other addresses you have lived at going back a full five years from the date you are filling in the form.

There should be no gaps in your address history as this would prevent your application from being processed.

If you have lived overseas during this period, please include these addresses.

There is space on the form to record up to two additional addresses. The full address details are requested in a block of six fields, which are similar to those in section b where you have supplied your current address. Please start with your most recent address and work backwards from there. A complete address is required and, as with section b, the 'county' field is not mandatory.

You must also include the dates that you lived at each address. Please ensure that there are no gaps in your address history when you are supplying these dates. This means that the month and year that you left one address will ideally match the month and year that you moved into the next address.

Further addresses should be provided on an official continuation sheet, which can be downloaded at www.crb.homeoffice.gov.uk/continuation

These sheets contain fields similar to those on the application form. Please enter the 'from' and 'to' periods for your addresses in MM/YYYY format.

Include the form reference number (located on the front of the form) at the top of the continuation sheet to ensure that it can be matched up with your application form.

Section c – other addresses

If you do not have a straightforward address history, perhaps because you are a student, a frequent traveller, a member of HM Armed Forces or you are in sheltered accommodation, the information in section b will provide you with more detailed information about how to fill in your address information in sections b and c on the application form.

Section d – apply for registration with ISA

This section is for applicants that require registration with the ISA because they intend to work in either a paid or unpaid capacity with children or vulnerable adults in a ‘regulated’ or ‘controlled’ activity.

Regulated activity is the term used in legislation to cover activities where people are working or volunteering with children or vulnerable adults and those activities are frequent, intensive or overnight.

Controlled activity is work arranged by a responsible person that does not constitute regulated activity but which provides opportunities for contact with children or vulnerable adults, or opportunities to access children’s education records, or health or social services records about children or vulnerable adults, in a limited range of settings.

For more information on which activities require ISA-registration, refer to Section 2 of the guidance: The scope of the Vetting and Barring Scheme, which can be found at www.isa-gov.org.uk

If you are applying for both a CRB check and ISA-registration for the same post, you can do so on one application form. If the CRB check and ISA-registration are for different posts, you must use two separate application forms.

[d50] APPLYING FOR ISA REGISTRATION

You must complete the first question in this section to indicate whether or not you are applying for registration with the ISA. If you cross the ‘no’ box, then you do not need to fill in fields d51 to d54.

If you cross the ‘yes’ box then you must also answer the questions which follow to indicate if you are going to do work, paid or voluntary, in either the children or vulnerable adults workforce or both.

[d51]

Cross the 'children' box to indicate that you work, or intend to work, with children in a paid or unpaid capacity in a 'regulated activity' or in any other post or position covered by the scheme which is not a 'controlled activity'.

Cross the 'vulnerable adult' box if you intend to undertake the same kind of work but with vulnerable adults.

If you are intending to work with both groups, cross both boxes. If you will not be working with either group in this capacity, leave both boxes blank.

[d52]

Cross the relevant boxes to indicate if you are going to do work, paid or voluntary, in a 'controlled activity' in either or both the children and vulnerable adult workforces. If your work in this capacity will involve both groups, cross both boxes. If you will not be involved in this type of activity with either group, leave both boxes blank.

[d53] VOLUNTARY POSITION

Cross the relevant box to indicate if you are applying for ISA-registration for a voluntary position. This is important as volunteers are entitled to a free-of-charge application. Please be aware that, should you initially apply for ISA-registration for a voluntary position, you may be liable for payment at a later date if you take up paid employment working with children or vulnerable adults.

A volunteer is defined as someone who:

“performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than, or in addition to, close relatives.”

[d54] SECURITY QUESTION

Enter the name of the first school you attended as a child. This may be asked for when you contact the CRB or the ISA about your ISA-registration application to help verify your identity.

For more information on regulated and controlled activities refer to Section 2 of the guidance: The scope of the Vetting and Barring Scheme, which can be found at www.isa-gov.org.uk

Section e – declaration

Once you have filled in all parts of sections a, b, c and d that are required for your application, you must fill in section e before taking your form back to the person who asked you to complete it.

[e55] CRIMINAL RECORD:

Place an X in the relevant box to indicate if you have ever been convicted of a criminal offence or received a caution, reprimand or warning.

[e56-57] DECLARATION:

Before signing the form, you must read the declaration. If you agree that the information you have provided in the application is complete and true, sign the form. Please ensure that your signature is contained within the box provided and then date the form.

What happens next?

Once you have completed sections a to e of the application form, read through it to make sure that you have supplied all the information that is required for your application.

- Have you completed all of the mandatory sections marked in yellow, even if that means crossing a 'no' box when appropriate?
- Have you told us about all of your middle names and included all of your name combinations?
- Have you told us whether you hold any of the documents that we asked you about in section a?
- Check the dates you have provided with your addresses – do they provide a continuous five year history with no gaps?
- Have you signed the declaration and dated the form in section e?
- If you have used a continuation sheet, have you included your details and form reference on the sheet so we can match it up with your application form?

Now, keep a note of the form reference number, which is on the front of the application form, so that you can track the progression of your application once it reaches the CRB.

To do that go to www.crb.homeoffice.gov.uk/tracking The tracking service is free to use.

It will tell you what stage an application has reached in the process from the point at which it is received by the CRB. It will also tell you the date on which your certificate is despatched.

Please note: This application tracking service should not be confused with the separate service which enables employers or other interested parties to check an individual's ISA-registration status online.

As an applicant you should not send your form directly to the CRB. Your application form, and any continuation sheets you have used, should now be handed back to the person who asked you to complete it, along with original documentation to prove your identity.

If you are applying for ISA-registration only, you must go through an Umbrella Body. A full list of Umbrella Bodies that offer this service is available from the CRB website www.crb.homeoffice.gov.uk/ubsearch

The complete list of documents that may be accepted as proof of your identity, along with information on the number and types required, is available from the CRB website at www.crb.homeoffice.gov.uk/id

For example:

- If you hold a valid UK Driving Licence, you must provide this to confirm the driving licence number that you have recorded in section a
- Your passport, too, if you hold one must be provided to confirm the passport number entered in section a
- Documentation to confirm your name and any name changes
- A document to confirm your current address in section b.

An appropriate person within the Registered or Umbrella Body will check your documents and fill in the back page of the application form. They will then send the completed form to the CRB for processing.

For more information about the processing of applications for CRB checks, have a look at www.crb.homeoffice.gov.uk/movie

If you have any further enquiries about the application process, please contact the CRB on **0870 90 90 811**.

More information about the Vetting and Barring Scheme and the requirement to register with the ISA, can be found at www.isa.gov.org.uk

Guide to completing the application form – for Registered Bodies

- Introduction
- General Rules
- Section w - evidence of identity
- Section x – apply for a CRB check
- Section y – statement by a registered person

Additional information

- About CRB checks
- About ISA Registration
- How do I apply?

Introduction

This part of the guide is aimed at Registered Bodies and provides step-by-step information on how to complete sections w, x and y on the back page of the application form.

It also gives advice on the essential checks of an applicant's identity documents and of the information supplied by the applicant in the centre pages of the form.

Countersignatories are responsible for the correct completion of application forms for CRB checks and ISA-registration. Making a mistake on the form at this stage, and not spotting any errors made by the applicant during your checks, may delay the processing of the application.

If any required information is missing, the form will be rejected and returned to you.

General Rules

What follows are some general rules that apply throughout the application form. Failure to follow them may result in the application form being returned for correct completion and delay the application – please ensure when checking the applicant's details that they, too, have followed them correctly.

- Write clearly in CAPITAL LETTERS using black ink and place only one letter or number in each box.
 - If any of the fields are not relevant to the application, please leave them blank. Do not strike through any of the sections or state that a field is 'not applicable' or 'N/A'.
 - Do not write anything outside the boxes on any part of the form, including the front page.
 - Don't place any stickers or stamps on the form, for example address labels.
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- Do not use correction fluid.
 - If you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it.
 - If you make a mistake when writing in your or the applicant's details, put a line through the mistake and write the correct information alongside it in the next available text box to the right. If this doesn't leave you with enough space, then you must include it instead on the official continuation sheet.
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- Continuation sheets can be downloaded from the CRB website at www.crb.homeoffice.gov.uk/continuation
 - Use them to record any information that is required but which will not fit in the boxes provided on the application form.
 - Adhere to the same general rules when filling in the continuation sheet that are outlined here for completing the application form.
 - Include the application form reference number (located on the front of the form) along with the name and date of birth of the applicant on the continuation sheet to ensure it can be matched up to the form.
 - Do **not** attach anything to the form by any means. Continuation sheets should be placed inside the relevant form.

As a Registered Body, you must complete all the mandatory information – that is the fields marked in blue - in Sections w, x and y and all other fields that are relevant to the application.

If you answer 'yes' to any of the questions marked in blue, you must then go on to complete the rest of the details requested.

During your checks you must also complete the verification boxes in sections a and b of the form. Be careful when you are filling out your parts of the form and when carrying out checks of applicant details as any errors may delay the application or cause the form to be rejected.

Section w – evidence of identity

Section w of the form must be filled out in tandem with the verification boxes contained in sections a and b, all of which relate to the identity of the applicant.

The Registered Body's approved ID evidence checker must vigorously check the identity of the applicant from the list of approved documents. This is vital to the application process and the integrity of the checks carried out by the CRB, so please ensure extreme diligence throughout this process.

Only original documentation should be provided by the applicant, do not accept photocopies.

For more information about the range of documents that can be accepted as evidence of an applicant's identity, go to www.crb.homeoffice.gov.uk/id

[w58] NAME OF ID CHECKER:

Please enter the full name of the person who has seen the documents presented to support the identity of the applicant. This can be entered by the person who carried out the identity check.

The full list of acceptable ID documents is available from www.crb.homeoffice.gov.uk/id

To assist you, or the person carrying out the ID checks on your behalf, there are a number of verification boxes in section 'a' of the form and a further verification box in section 'b'. These are labelled 'registered body use only'.

The person named in w58 must place an X in the relevant verification boxes to indicate that they have seen an original ID document which matches exactly the information provided by the applicant, if the field relating to that document has been completed. These verification boxes cover the applicant's: Title, Full Name, Date of Birth, Driving Licence number, National Insurance number, Passport number and Current Address.

If this information is not checked and verified it will affect the information released by the CRB and may result in the release of an inaccurate CRB certificate. Let's go through those checks one by one.

The first set of checks refers to the applicant's current name, including their title, surname and forenames.

If the details provided in a1 to a3 are different to the applicant's name at birth, ensure that you see the relevant documentation, for example, a marriage certificate or deed poll, which validates their name change.

If you require information or advice about how transgender applicants should complete the form, contact the CRB Transgender Line on 0151 676 1452 or email crbsensitive@crb.gsi.gov.uk

If the applicant has been known by other names for any reason, whether in an official or unofficial capacity, all of their 'other name' combinations must be provided. You must first ensure the applicant has crossed the 'yes' box in section a4. You must then check that each name combination has been

supplied in the correct format with the surname, forenames and the dates between which the combinations were used being provided each time. The dates should be provided using the month and full year (MM/YYYY) format.

There is no specific verification box for you to cross in relation to this.

Documents in a previous name may be accepted but only where the applicant can provide documentation supporting a name change.

The full list of acceptable ID documents is available from www.crb.homeoffice.gov.uk/id

The applicant must provide at least one document for you to be able to validate their date of birth. When checking this field, please ensure that it has been completed using the correct format – with the day followed by the month and then the year in full. Be particularly careful to check that the American format has not been used, as this would switch the day and the month around.

The next three verification boxes in section a refer to the applicant's personal documentation, specifically their National Insurance number, UK driving licence and passport details.

You must see acceptable documentation to verify each of the details provided by the applicant. If, when carrying out your checks, you find that the information provided on the form does not match that on the document provided – for example, because the applicant has missed out a number from their passport or written the wrong letter at the end of their driving licence details, the applicant must put a line through the incorrect data and provide the correct information on a continuation sheet or attachment.

The full list of acceptable ID documents is available from www.crb.homeoffice.gov.uk/id

If the applicant has crossed the 'yes' box at a20 to indicate they have a National Insurance number, you must ensure that the number supplied on the application form matches the NI number on the identification document supplied.

This should be in the form of two letters followed by six digits and ending in a letter.

If you are able to verify that the information supplied on the form is correct, place a cross in the relevant verification box.

If the applicant does not have a National Insurance number, please ensure the 'no' box has been crossed at a20.

If the applicant has indicated that they hold a valid UK driving licence by crossing the 'yes' box at a22, you must ensure the driving licence number on

the original document matches the information the applicant has supplied on the form.

Remember, the photocard element of a UK driving licence is only valid with the paper counterpart – you must see both parts to be able to validate the applicant's identity. Ensure the photograph and the name on the licence match the applicant. Once you have verified these details, cross the relevant box.

We do not want to know about foreign driving licences. Acceptable driving licences for this section will be from England, Wales, Scotland, Northern Ireland, the Isle of Man or Jersey. If the applicant does not hold a valid UK driving licence, please ensure the 'no' box has been crossed at a22. Please be aware that a Northern Ireland driving licence number does not follow the same format as other UK driving licences and has fewer characters.

If the applicant has crossed the 'yes' box at a24 to indicate they hold a valid passport, you must ensure that the passport number supplied on the application form matches the number on the original passport.

Although the verification check box only refers to this field, please also check that the applicant has correctly filled in all the fields relating to their passport.

It is important to carefully check the current address supplied in Section b, as it is the address to which the certificate containing the outcomes of the CRB and ISA checks will be sent to the applicant. The county field is the only one that is not mandatory in this section. All other fields must be completed or the application will be delayed.

If the applicant lives in the United Kingdom, please ensure they have written UNITED KINGDOM in b36 and also supplied their postcode in b35.

Finally, check if the applicant has filled in the date field at b37 with the month followed by the year in full to indicate the date they first started living at their current address. Once you have verified the current address details from the original versions of acceptable documentation, cross through the box in section b.

If the date at which the applicant began living at their current address is five years or more prior to the date on which the applicant completed the form then no further addresses are required. However, if they have been at the current address for less than five years, you must ensure the applicant has filled in section c on the form with any other addresses they have lived at during those five years.

Check the dates carefully to ensure that a continuous five-year address history has been supplied.

The form provides space for two additional addresses. A continuation sheet should be used if further addresses need to be detailed to provide the full five-year history.

For those applicants who do not have a straightforward address history because they are, or have been in the last five years:

- **a student**
- **working away from home**
- **a frequent traveller**
- **living on a canal boat, cruise ship or merchant vessel**
- **of no fixed abode**
- **a member of HM Armed Forces**
- **overseas**
- **living in a refuge or sheltered accommodation**

The information below provides you with more detailed information about how those applicants must fill in their address history in sections b and c on the application form.

Students

If you are a student and you live on campus or in other student accommodation during term time but reside with your parents (or a similar permanent home address) in the period between academic years, put the address where you want us to write to you and send the certificate to, in section b.

If this is your parents' address (or similar permanent home address), the date you have been 'at the address since' in b37 should be the month and full year you originally moved into that address.

Ensure that you provide a complete address. The only field that is not mandatory in section b is the 'county' field. If you live in the United Kingdom, you must write the words 'UNITED KINGDOM' in b36 and provide your postcode at b35. If this address is not in the United Kingdom, you must still provide the name of the relevant country but leave the postcode field blank.

If you have lived at this address for at least five years, you must still provide details of all the student addresses you lived at during the last five years in section c so that we have your full address history for that period.

As it is likely there will be gaps between your student addresses, as you leave one student address in the summer and do not move into the next address until the autumn when you begin your next year of study, we will use your parents' address (or the similar permanent address you have supplied) to fill in the gaps.

Because of this, if you moved into your parents' address less than five years ago, you must include in section c any previous family homes that you have lived at outside term-time during the last five years.

We will not assume the address you provide in section b is your parents' address. We will not make assumptions about whether or not the addresses you provide in section c refer to your parents' address. You must tell us on a continuation sheet, or separate sheet of paper, which of the addresses you have provided are these more permanent residences. Do not write this information on the application form itself.

If you prefer that we write to you and send your certificate to your student address, please provide this at section b and your parents' address (or similar permanent address) in section c.

Provide the full address details of the halls of residence or other student accommodation you have lived at in the last five years in section c.

These details are requested in blocks of six fields, c38 to c43 and c44 to c49, which are similar to those in section b. The only field that is not mandatory is the 'county' field.

If you are still living at your most recent student address, you must complete the 'dates from and to' fields but the 'date to' will be the month and year in which you complete and sign your application form. Do not leave this field blank or your application will be delayed.

Similarly, if you have provided your parents' address (or similar permanent address) where you reside outside term times in section c, the 'date to' will be the month and year that you were last residing at this address.

Please do not write 'current', 'still there', 'present' or any similar phrases in any of the fields or anywhere else on the application form.

There is space on the application form to record up to two additional addresses. Further addresses should be supplied on an official continuation sheet, which can be downloaded at www.crb.homeoffice.gov.uk/continuation

Working away from home

If at any time in the last five years you have been required to spend a day or two away from your permanent address due to your work, we do not require details of the hotels or similar types of residency that you stay in for those short periods.

If you are a travelling salesman, a pastor, a speaker, a locum, a supply teacher, or similar and the nature of your work means that you are frequently spending one or two days in different places away from your permanent address, we do not require details of each of the places that you visit. Simply

provide the details of your permanent address in full in section b and the date that you first started living there.

However, if you spend months at a time living at an alternative address that is not your permanent home address we do require the details of this residence and the dates between which you were at the alternative address. Put this information in section c. Provide details of your permanent home address in section b. In both cases, the only field that is not mandatory is the 'county' field.

Similarly, if your work requires you to reside somewhere other than your home address during the week but you return home to your permanent residence at weekends, you must provide the address details of both residences.

Use section b to provide the details of your permanent home address – it is this address that we will use to write to you and send your certificate or registration details to.

Use section c to tell us about the other address. We require the month and year at which you first started to stay at that address and the month and year in which you last stayed at that address. These 'dates from and to' must be completed, so if that you continue to use this alternative address at the time of your application, please provide the current month and full year as your 'date to'.

Please do not write 'current', 'still there', 'present', 'not applicable', or any similar phrases in any of the fields.

Frequent or long-term travellers

We do not require details of your one or two-week annual holidays.

However, if you have spent long periods of time travelling around the UK or abroad in the last five years, we do require some details from you.

In all cases we require a full address in section b at which we can write to you and send your certificate or ISA-registration details to. The only field that is not mandatory in section b is b34, the 'county' field.

If you were travelling abroad:

In section c you must write the word 'TRAVELLING' in the address field, supply the name of the country in which you were travelling in the 'country' field and the dates between which you were in that country in the 'dates from and to' fields. These should be provided using the month and year (MM/YYYY) format. Leave all other fields blank.

If you were travelling around the United Kingdom:

In section c you must write the word 'TRAVELLING' in the address field, provide the name of the county and write 'UNITED KINGDOM' in the country field. You must also provide the dates between which you were travelling in that area using the month and year (MM/YYYY - don't voice) format.

There is space on the application form to record up to two additional addresses. Further addresses should be supplied on an official continuation sheet, which can be downloaded at www.crb.homeoffice.gov.uk/continuation

Employees or residents of Cruise ships, Canal Boats or Merchant vessels

If, during the last five years, you have lived or worked on a cruise ship, canal boat, or merchant vessel which, essentially, became your permanent place of residence for that period of time, then you must provide the registered port address or the permanent mooring address for that ship, boat or barge in section c. We do not want to know about each of the places that you passed through or temporarily stopped off at, only the registered port or permanent mooring address. You must also provide the dates between which you lived on the vessel.

We do not need to know about standard holidays on boats or ships unless they have lasted for months at a time and have, essentially, become your permanent residence and are within your five-year address history – in which case you must provide details as above.

No Fixed Abode

If, during the last five years, there has been a period of time during which you had no fixed abode, you must supply some details about this in section c.

Write 'NO FIXED ABODE' in the address field and provide the town or city, the county and the country where you were during this period, along with the dates between which you were of no fixed abode. These dates should be provided using the month and year (MM/YYYY) format. If you were of no fixed abode in more than one county, you must supply each one as a separate address using this same format.

We cannot accept 'NO FIXED ABODE' as your current address in section b. This is because we require a full address at which we can write to you and send your certificate or ISA-registration details. In these circumstances you must provide a 'care of' address in section b and explain this on a separate sheet or on a continuation sheet. An official continuation sheet can be downloaded at www.crb.homeoffice.gov.uk/continuation

HM Armed Forces

If you are a member of Her Majesty's Armed Forces and you have a British Forces Post Office (BFPO) number, you may use this as your current address in section b of the form or, if relevant, as part of your five-year address history in section c.

Due to a specific arrangement with HM Forces, the fields that are mandatory for all other forms of address are not required for BFPO addresses.

Simply write your BFPO number in the 'address' field and leave the town/city, county, UK postcode and country fields blank. Do not write 'not applicable' or 'N/A' or any other information in these boxes.

If you are supplying the BFPO number as your current address, we still require the month and full year at which you began using this address in b37.

If you are supplying the BFPO number as part of your 'other addresses' history in section c, we still require the 'dates from and to' that you used this address.

Overseas

A previous overseas address

If you have lived at an address anywhere other than the United Kingdom in the five years prior to the date you are filling out the form, you must supply some information in relation to this.

Write the word 'OVERSEAS' in the 'address' field, the name of the country in which you were living in the 'country' field and the dates between which you lived there in the 'dates from and to' field – these should be provided using the month and full year (MM/YYYY - don't voice) format.

Please leave all other fields relating to this address blank. Do not write 'not applicable' or 'N/A' or any other information in these boxes.

A current overseas address

If you are currently living abroad but you are applying for work with children or vulnerable adults in the United Kingdom, you must supply your full address in section b. It is this address that we will use to write to you and send your certificate.

Women's refuge/ sheltered accommodation

If you have lived at a women's refuge or other type of sheltered accommodation in the last five years we require details of this address. However, you should not make any reference to the nature of the address when providing details about it.

If it is your current address, simply provide the number of the residence and the name of the road in b32, followed by the remainder of the information required in that section. All fields marked in yellow are mandatory.

If the address is in the United Kingdom, please write UNITED KINGDOM in b36 and supply the postcode in b35.

The date at which you began living at the address should be provided using the month and full year format (MM/YYYY).

If it is a previous address, please provide the information in the same way in section c and tell us the dates between which you lived at the address.

[w59]

Once all the identity checks have been completed, the person who carried them out must place an X in the relevant box to indicate whether they have established the applicant's true identity by examining original and valid versions of documents and completing the verification check boxes.

Every effort must be made to establish the applicant's true identity in line with the full list of acceptable ID documents, which is available from www.crb.homeoffice.gov.uk/id

In the exceptional circumstances that you are unable to do so, you must provide a full explanation of why that is the case.

It is good practice to check the applicant has correctly filled in **all** the fields that apply to them in sections a to e of the form so that any errors can be corrected at this point and unnecessary delays can be avoided at a later stage. Why not have a look at the chapter of this guide entitled 'Guide for Applicants' to see exactly how the applicant should fill in their part of the form.

Section x – apply for a CRB check

Section x of the application form relates to applications for a CRB check.

If the applicant requires both a CRB check and ISA-registration for the same post, they should apply using one form. If the CRB check and ISA-registration are for different posts, they must apply for each one on separate application forms.

As the application form may be used to apply for ISA-registration only, the first question in this section must be completed to indicate whether or not a CRB check is required as part of the application.

[x60] APPLY FOR CRB CHECK

If a CRB check is not required, you must cross the 'no' box. As this indicates the form is being submitted to apply for ISA-registration only, please ensure the applicant has crossed the 'yes' box at d50 and has indicated whether they intend to work with children or vulnerable adults, or both.

When a CRB check is not being applied for, no further details are required in section x. Once you have crossed the 'no' box at x60, simply move on to section y.

If, however, a CRB check is required then you must cross the 'yes' box and complete the remainder of the fields in this section as appropriate.

Refer to the CRB website www.crb.homeoffice.gov.uk/eligibility for the full list of categories for which a CRB check can be applied for.

[x61] POSITION APPLIED FOR

Enter the details of the position for which the CRB check is required.

[x62] ORGANISATION NAME

Enter the full name of the organisation for which the applicant will work.

[x63] LEVEL OF CRB CHECK

Place an X in the relevant box to indicate which level of CRB check is required. Please only select one option.

A Standard CRB check is not appropriate for those working with children or vulnerable adults as it does not provide a check of the ISA barred lists. If you place a cross against the 'standard' box at x63 move on to x67 and x68 to complete this section. These fields are explained within this guide.

As ISA-registration relates to those working, or intending to work, with children or vulnerable adults in regulated or controlled activities, an application form that requests a Standard CRB check cannot be used to apply for ISA-registration.

Please ensure the applicant has crossed the 'no' box against d50 and has left the remainder of section d blank. If ISA-registration is required in relation to a different post, a separate application form must be completed.

If the applicant is applying for work in a 'regulated activity' with children or vulnerable adults then an Enhanced CRB check can be applied for.

For more information about regulated activities go to www.isa-gov.org.uk

If you have crossed the relevant X box to indicate that an Enhanced level of CRB check is being applied for, you must complete all the remaining fields in this section. Remember, if you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it. Don't use correction fluid.

[x64-65] REGISTERED TO WORK WITH CHILDREN/VULNERABLE ADULTS

These questions allow you to indicate if you require a check of the relevant ISA Barred lists as part of the Enhanced CRB check. They are also important to help the police determine the relevancy of the information they hold in relation to the position applied for.

A check of both the ISA Children's List and the Vulnerable Adults' List is not automatically included as part of the Enhanced CRB Check – which list is checked is dependent on the nature of the work the applicant will be undertaking. If the position involves working with both groups, then you should answer 'yes' to both questions. If you have not crossed the relevant box and the position involves working with either vulnerable group, the completed CRB check will not show information from the relevant ISA barred lists.

[x66] WORKING AT HOME ADDRESS:

For some jobs, such as fostering, adoption and child minding, the work is carried out in the applicant's own home. Where this is the case, the police may conduct additional checks on the property and on other members of the household to ensure that there is no additional risk involved.

Place a cross in the relevant box to indicate if the applicant will be working with children or vulnerable adults or both in the applicant's home address as listed in section b.

[x67] APPLICATION TYPE:

Place a cross against one of the options at x67 to indicate the reason why you are applying for the CRB check. This could be an application for:

a new post holder – if the applicant is new to the position recorded in Section x.

an existing post holder – if the applicant is already working in the position recorded in Section x, but has never been CRB checked

a re-check of an existing post holder – if the applicant is already working in the position recorded in Section x, has been CRB checked for this position in the past and is being re-checked.

[x68] VOLUNTEER:

Cross the relevant box to indicate if the CRB check is for a voluntary post and should be issued free of charge.

A volunteer is defined as someone who:

“performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than, or in addition to, close relatives.”

If the applicant requires both a CRB check and ISA-registration for the same post, this should be done using a single application form. The applicant must complete section d of the form, to indicate they are applying for ISA-registration, and your answer to **x68** must match the applicant’s response to **d53**, both of which ask if the application is for a free of charge volunteer. If the responses to these two fields do not match, the form will be rejected and the application delayed.

If the ‘yes’ box is marked in error and the post does not meet the CRB definition for a free of charge volunteer, the CRB may recover the application fee and the error could put your registration with the CRB at risk.

Section y – Statement by registered person

Once all parts of sections w and x have been completed, you must fill in your details in section y and sign the declaration.

[y69 & 70] REGISTERED BODY AND COUNTERSIGNATORY NUMBERS:

Each Registered Body has its own unique reference number and the application forms are supplied to them with the RB number and the first six digits of the Countersignatory number pre-printed. Check that these digits match the first six digits of your Countersignatory number. If they do not you must not sign this form or submit it to the CRB.

If any of the prepopulated digits are amended, the application form will be rejected and a new application form will need to be completed. If the numbers match your RB’s unique reference number, complete the rest of the field with your Countersignatory number.

[y71] PAYMENT:

Place a cross in the relevant box to indicate if you have payment on account. If the answer is ‘no’, please enclose a cheque for the appropriate fee. Please do not send cash payments. Card details are not acceptable as a method of payment.

Details of fees for ISA registration and CRB checks can be found at www.crb.homeoffice.gov.uk

[y72-73] DECLARATION:

Read the declaration and sign the form, keeping your signature within the box provided. Finally, date the form.

Please do not delay in sending the application, including any continuation sheets, into the CRB. A form will be rejected if the date against the registered person's signature is more than 90 days old when the application is received by the CRB.

[z]:

Do not fill in section z – this is for CRB use only

What happens next?

Once you have completed sections w, x and y of the application form, read through it to make sure that you have completed all the sections that are relevant to the application, even if that means crossing a 'no' box when appropriate.

- Have you checked that all mandatory fields marked in yellow and blue have been completed?
- Has the applicant included their full name, including all forenames, and provided appropriate documentation as proof of this?
- Have you seen the originals of any documents that the applicant has indicated they hold in section a? Does the information match that provided by the applicant?
- Has the applicant signed the declaration and dated the form in section e?
- If a continuation sheet has been used does it include the form reference number and the applicant's name and date of birth to ensure it can be matched up with the application form?
- Has the continuation sheet been placed inside the relevant application form but not attached to it?

- Please do not send any additional documents, compliment slips or other information that is not relevant to the application.
- Have you checked that the Registered Body number and Countersignatory number are correct for your organisation?
- Have you signed and dated the declaration on the back page?

The completed form should now be sent to the CRB for processing.

Keep a note of the form reference number, which is on the front of the application form, so that you can track the progression of the application once it reaches the CRB.

To do that go to www.crb.homeoffice.gov.uk/tracking The tracking service is free to use.

Countersignatories are able to track multiple applications. To do this you will need to provide:

- The Registered/Umbrella Body number
- The Countersignatory number
- The Countersignatory's date of birth

It will tell you what stage an application has reached from the point at which it is received by the CRB.

It will also tell you the date on which a CRB certificate is despatched.

For more information about the processing of applications for CRB checks, go to www.crb.homeoffice.gov.uk/movie

If you have any further enquiries about the application process, please contact the CRB on **0870 90 90 811**.

More information about the Vetting and Barring Scheme and the requirement to register with the ISA, can be found at www.isa-gov.org.uk

Additional information

About CRB checks

The Criminal Records Bureau is an executive agency of the Home Office.

Its checking service helps organisations make more informed and safer recruitment or licensing decisions by providing access to records held by the police and government.

The CRB processes applications for CRB checks and for ISA-registration, which are applied for using the same form.

An employer, organisation or licensing authority can only ask you to apply for a CRB check if you work, or intend to work, in one of the professions, positions or occupations listed in the Exceptions Order to the Rehabilitation of Offenders Act 1974.

For example, you may be asked to apply because:

- You are working with children or vulnerable adults
- You work in healthcare
- You have applied to be a foster carer, adoptive parent or childminder
- You have applied for a taxi or Security Industry Authority licence.

A full list of these exceptions can be found at www.crb.homeoffice.gov.uk/eligibility

Applications for CRB checks or ISA-registration cannot be submitted directly to the CRB by individuals, they can only be made through the CRB's network of Umbrella and Registered Bodies.

There are two levels of CRB check – Standard and Enhanced.

- A **Standard CRB check** provides the employer and the applicant with the applicant's full criminal record. However, because it doesn't include a check of the ISA's barred lists, this level of check is not available for those working with children or vulnerable adults.
- An **Enhanced CRB check** provides the applicant's full criminal record as well as information held locally by the police that is considered relevant to the post or position being applied for. It also provides a check against the applicant's ISA-registration status and a check of the ISA's Children's List or Vulnerable Adults' List, or both, depending on the workforce the applicant is going to work in. Through an Enhanced CRB check the employer can find out, if they are legally entitled to do so, if the applicant is barred from working with children or vulnerable adults, or both.

The results of a CRB check are issued on a certificate, a copy of which is issued to the applicant and another to the person who countersigned the form on behalf of the Registered Body.

More information about the CRB and CRB checks can be found at www.crb.homeoffice.gov.uk

About ISA registration

The Independent Safeguarding Authority (ISA) is a non-departmental public body.

The ISA's role is to consider whether individuals pose a known and ongoing risk to children or vulnerable adults and should, as a consequence, be barred from working with them.

To assist its decisions, the ISA looks at relevant information referred to it from a number of sources including the police, local authorities, regulatory bodies and employers.

Individuals intending to work in a regulated activity with children or vulnerable adults must apply for ISA-registration.

Individuals intending to work in controlled activity with children or vulnerable adults will be required to register with the ISA but not until 2014.

Employees or volunteers already working with children or vulnerable adults will be phased into the scheme and will be required to be ISA-registered by the end of July 2015.

When the Criminal Records Bureau receives an application for ISA-registration, it will carry out an initial search of either the ISA Children's List or Vulnerable Adults' List or both, to establish if the individual is already known to the ISA and barred from the workforce they are applying to register for.

If the applicant is not barred by the ISA from working with children or vulnerable adults, the CRB will issue a letter to the individual confirming their registration. This will include their ISA-registration number.

The individual can provide this number to their employer or other interested parties who need to check the individual's ISA-registration status online and, where appropriate, subscribe to that individual to receive updates should their ISA-registration status change.

Once individuals are registered they will continue to be monitored by the scheme.

If any new information comes to light, such as a relevant caution or conviction, which could affect whether the individual is deemed a risk to children or vulnerable adults, the ISA will be informed so that the person's registration status can be reviewed.

If an individual has their ISA-registration subsequently revoked, they become barred from working with children or vulnerable adults or both. The CRB will immediately notify the individual of the change, as well as those parties who have a registered interest in that person's ISA-registration status.

There are no different grades or levels of barring. People are either barred and, therefore, not able to work with children or vulnerable adults in regulated activities, or they are registered and, therefore, able to be considered for these workforces.

It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a regulated activity.

More information about barring decisions and who should apply for ISA-registration can be found at www.isa-gov.org.uk

For more information about ISA registration and the phasing strategy go to www.isa-gov.org.uk

How do I apply?

The Vetting and Barring Scheme covers those individuals that are working, or intending to work, in a regulated or controlled activity with children or vulnerable adults in England, Wales, Scotland and Northern Ireland.

If the post you are applying for is in England or Wales, you must apply to the CRB for ISA-registration. This guide relates to the application form that you will need to complete.

Individuals applying for work with children or vulnerable adults in Northern Ireland should apply for registration through 'Access Northern Ireland'. More information is available at www.accessni.gov.uk

Scotland has its own parallel scheme under the Protection of Vulnerable Groups (Scotland) Act 2007. For further information go to www.disclosurescotland.co.uk

Individuals applying for a CRB check, ISA-registration or both must complete a CRB application form. These forms are only available from Registered and Umbrella Bodies – that is, organisations registered with the Criminal Records Bureau to countersign and submit completed application forms.

If you are applying to an organisation for a post working or volunteering with children or vulnerable adults, or you are currently working or volunteering with these groups, you may be asked to apply for a CRB check, ISA-registration or both by your prospective employer. If so, the organisation will be able to advise you about how to apply.

Any other individuals who intend to work or volunteer with children or vulnerable adults, perhaps on a self-employed basis, can apply for ISA-registration through one of the CRB's Umbrella Bodies, which are authorised to process these applications. A full list of Umbrella Bodies that offer this service is available from the CRB website www.crb.homeoffice.gov.uk/ubsearch

For more information about ISA registration and guidance on who should apply, go to the ISA's website www.isa.gov.org.uk

For more information about CRB checks and the process for applying for a CRB check or ISA registration, go to www.crb.homeoffice.gov.uk
