

Sections w, x and y for Registered Body use only Form Ref

For help and assistance in completing this page please follow CRB guidance on the website - www.crb.gov.uk
Complete all sections marked in **BLUE** - if you do not, this form will be returned unprocessed and this will delay this application.

W evidence of identity

58 name of evidence checker

59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no yes

X apply for a CRB check



60 is the applicant applying for a CRB check? no yes If 'yes' you must complete x61 - x68 as appropriate, if 'no' go to section y

61 position applied for

62 organisation name

63 level of CRB check Please cross one box only standard If crossed go to x67 enhanced If crossed go to x64

64 are you entitled to know whether the applicant is registered to work with children? no yes

65 are you entitled to know whether the applicant is registered to work with vulnerable adults? no yes

66 does this position involve working with children or vulnerable adults at the applicant's home address? no yes

67 application type application is for a new post holder
application is for an existing post holder
application is for an existing post holder who is being re-checked

68 is this application for a free of charge volunteer? no yes By placing a cross in the yes box, you confirm that the post meets the CRB definition for a free of charge volunteer application. Please note that CRB may recover the application fee if this box is marked in error and that this could result in the cancellation of your CRB registration. The answer to this question must be the same as for question d53, if completed.

y statement by registered person

69 registered body number 70 countersignatory number

71 do you have payment on account? no yes Please enclose payment if required

72 declaration by registered person

I confirm that the requisite documentation and information has been supplied and checked in accordance with CRB guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a CRB check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

Signature of registered person (please sign within the box provided)

73 date of countersignature

Z CRB use only

74 payment type received cheque postal order multipayment voucher

75 examined by

Application form



CRB
Criminal Records Bureau
PO Box 110,
Liverpool L69 3EF

Form Ref

This form can be used to apply for a CRB check and/or to register with the Independent Safeguarding Authority (ISA). If you are applying for both a CRB check and ISA registration on this form it must be for the same post. If not, two application forms must be completed. **APPLICANTS MUST COMPLETE SECTIONS a, b, c, d AND e ONLY. DO NOT COMPLETE SECTIONS w, x, y OR z.** If you require help in completing the form, you can call the CRB on 0870 90 90 811, visit our website on www.crb.gov.uk or talk to the person who provided you with this form.

Failure to complete this form correctly will delay your application.

YOU MUST

- Use **BLACK INK** throughout.
- Use **CAPITAL LETTERS** when completing the form.
- Complete all sections marked in **YELLOW** - if you do not, your form will be returned unprocessed and this will delay your application.
- Write clearly and insert only one character in each box.
- Put a line through a mistake, and correct it to the right.
- Mark choices in the box with a cross (X).
- Keep your signature(s) within the box provided.
- Provide all addresses where you have lived in the last 5 years. If you have lived overseas within this period please include these addresses.

YOU MUST NOT

- Write over the edges of each box.
- Place stamps or stickers on the form.
- Staple anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable. Please leave it blank.

proving your identity

After you have completed sections a, b, c, d and e please return the form to the person who provided you with the form. They will then ask you to provide a range of documents to confirm your identity. A list of acceptable documents can be found on www.crb.gov.uk/id

identity documents

- You must provide **original documentation only**; photocopies will not be accepted.
- At least one document must confirm your **current name**, as recorded in section a.
- At least one document must confirm your **date of birth**, as recorded in section a.
- At least one document must confirm your **current address**, as recorded in section b, and be no older than 3 months.
- Wherever possible, where you hold a document containing a photograph from the approved identity document list, this should be submitted.

fair processing notice

The Criminal Records Bureau will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the CRB for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on this application form may be used to verify your identity for authentication purposes.

applicant's checklist

Before you pass this form to the person who provided it to you, please ensure you have:

- Completed all the **mandatory** fields, highlighted in yellow in sections a, b, d and e.
- Provided all the addresses where you have lived in the last 5 years.
- Signed the declaration in section e.

Now pass the following to the person who provided you with this form:

- Application form.
- Identity documents.
- Continuation sheets (if you have used any), available from www.crb.gov.uk
- Payment (if you have been asked to provide this).

APPLICANTS MUST COMPLETE SECTIONS a, b, c, d AND e ONLY.

DO NOT COMPLETE SECTIONS w, x, y OR z

