

CRIMINAL RECORDS BUREAU APPLICATION GUIDANCE

GENERAL RULES FOR APPLICANTS

What follows are some general rules that apply throughout the application form. Failure to follow them will result in the application form being returned for correct completion and this will delay the application – please ensure when checking your application that the details have been followed correctly:

- Write clearly in **CAPITAL LETTERS** using **BLACK INK** and place only one letter or number in each box. **All sections marked in YELLOW must be completed except A28 and D50.**
- 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.
- Do not 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 write the correct information alongside it in the next available text box to the right. If this does not leave you with enough space, then you must include write it on the official continuation sheet.
- Continuation sheets can be downloaded from the CRB website at www.crb.homeoffice.gov.uk/continuation.
- Use the official continuation sheet to record any information that is required but 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.
- Do **NOT attach** anything to the form by any means. Continuation sheets should be placed inside the relevant form.

NB - The CRB Disclosure form issued to you from 1st July 2010 onwards is a new form designed by the CRB to include information required for registration to the Independent Safeguarding Authority (ISA) that was due to be implemented in 2010. This scheme has now been halted by Government so that a comprehensive review of the scheme can be undertaken. Applicants for CRB Disclosure should complete the form as per the guidance below and take note of what you should do on the sections that refer to ISA registration.

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COMPLETING THE FORM

- SECTION A** Fill in your current details ensuring that you have provided all forenames. If you have ever been known by any other name you must complete Section A5 – A13 as appropriate.
- You must complete ALL sections marked in YELLOW** ensuring that you provide further details when requested. For example if you Cross 'yes' in section A20 – *Do you have a National Insurance Number?* Then the National Insurance Number must be provided in section A21.
- QUESTION A28 - YOU SHOULD NOT COMPLETE THIS PART UNTIL FURTHER NOTICE.**
- SECTION B** Please give details of your current address. This is the address to which all correspondence will be sent.
- SECTION C** You must provide all other addresses where you have lived in the last 5 years. There **MUST BE NO GAP IN DATES** however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from www.crb.homeoffice.gov.uk/continuation.
- SECTION D** **QUESTION D50 YOU SHOULD NOT COMPLETE THIS PART UNTIL FURTHER NOTICE.**
- SECTION E** **Complete this as per the instructions. Make sure your signature is contained within the box provided.**
- SECTION W** **DO NOT COMPLETE** This is completed by the designated Identity checker on your behalf.
- SECTION X** **DO NOT COMPLETE** This is completed by the designated Identity checker on your behalf.
- SECTION Y** **DO NOT COMPLETE** This is completed by the BCU Counter Signatory before despatching to the CRB for processing.
- PLEASE NOTE:** If you are a volunteer you will not need to pay for the CRB. 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”*.