

## CRB PORTABILITY FORM – England and Wales

In order to request portability of an enhanced CRB certificate you must complete this form and return it to the address below along with **the original CRB disclosure certificate** (the BCU will return your CRB certificate by recorded delivery).

The following requirements must also be met in full for the BCU to consider portability.

- ✓ **Your CRB is not older than 6 months**
- ✓ **You have been with your current employer (including voluntary roles) for more than 6 months**
- ✓ **You voluntarily show the BCU your CRB disclosure form and sign the portability form to confirm that you have had no convictions, cautions, warnings or reprimands since the issue of that CRB disclosure, or are not currently under police investigation**

Full Name:	
BCU No:	CRB No:
Address (to return Disclosure to):	
Postcode:	
Email address:	
Daytime telephone number:	
Organisation through whom the CRB Disclosure was completed:	
<p><u>Declaration</u></p> <p><b><i>I confirm that I have had no convictions, cautions, warnings or reprimands since the issue of the enclosed CRB Disclosure.</i></b></p> <p><b><i>I confirm that I am not under any police investigation.</i></b></p> <p>Signed..... Date: .....</p>	

Please return the completed form with your original CRB form by recorded delivery marked **Private and Confidential** to:

**Helen Laywood, BCU CRB Office, 18 Market Place, Bingham, Nottingham, NG13 8AP**