

SUMMARY OF HOW TO APPLY FOR A CRB CHECK ON THE NEW STYLE FORMS

In order to carry out disclosure please contact us at www.crimecheck.co.uk and follow the links to 'Apply for a Check'. No charge is made by us for issuing disclosure forms. Please request an amount you reasonably expect to use in the next three months.

How to complete the new style form – www.crimecheck.co.uk and follow the link to **GUIDANCE**.

THE RULES ON ALTERATIONS, AMENDMENTS AND CONTINUATION SHEETS HAVE CHANGED. PLEASE FOLLOW THE INTERACTIVE LEARNING GUIDE TO FIND OUT MORE.

PLEASE READ THE FRONT PAGE OF THE APPLICATION FORM CAREFULLY.

Please see the guidance for information on correcting mistakes and enclosing additional information – continuation sheets.

Sections a, b, c and e should be completed by the applicant. Section d should be left blank.

Sections w and x should be completed by you as the 'initial evidence checker' and you must also check that the applicant has completed all necessary parts of a, b, c and e.

Section y **MUST NOT BE COMPLETED BY YOU** and is for our use only.

IMPORTANT –

Evidence of Identity – As we are responsible for certifying the identity of the applicant to the CRB we require a photocopy of all evidence of identity seen by you to be sent to us together with the disclosure application form.

You must ensure that you see the original documents. Please ensure that the original documents such as passport do not show any evidence of tampering or alteration. If in doubt please contact us.

REMEMBER YOU MUST SEE 1 x Group 1 document and a minimum of 2 further acceptable documents. If no group 1 document is possessed by the applicant then 5 x Group 2 documents must be seen.

If the applicant has a driving licence you must record their driving licence number and send a copy of the driving licence to us. This must be a copy of both parts (green and photo card (front)) if the new style licence. If the applicant has a passport you must enter the details and send a copy of the photo page of the passport to us. Both of these are Group 1 documents.

Help will be available at www.crimecheck.co.uk under the 'Guidance for Disclosure' section.

When ready return the application form to us at:-

Crimecheck
International House
33 St David's Road South
Lytham St Annes
Lancashire
FY8 1TJ

Do NOT send any payment with your application. An invoice will be issued to you.

CRIMECHECK.CO.UK

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Email: enquiries@crimecheck.co.uk
Web: www.crimecheck.co.uk

The following guidance applies to individuals applying for a CRB check and those applying for Lead or Countersignatory status.

However please note that when applying for Lead or Countersignatory status at least one document must show the applicant's signature.

Please note that:

- You must only accept valid, current and original documentation.
- You must not accept photocopies.
- You must not accept documentation printed from the internet e.g. internet bank statements.
- Identity information for the applicants name, date of birth and address recorded in Section A and Section B on the CRB application form must be validated.
- You should where possible, ask for photographic identity (e.g. passport, new style driving licence, etc. and for this to be compared against the applicant's likeness).
- All documents must be in the applicant's current name as recorded in Section A (see below for guidance on recent changes of name).
- One document must confirm the applicant's date of birth as recorded in Section A.
- You must see at least one document to confirm the applicant's current address as recorded in Section B.
- If the document in the List of Valid Identity Documents below is:

Denoted with * - it should be less than three months old

Denoted with ** - it should be issued within the past 12 months

Not denoted – it can be more than 12 months old.

- You must provide a full and continuous address history covering the last 5 years. Where possible you should seek documentation to confirm this address history.
- You should cross match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their CV. This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last 5 years but the application form only shows London addresses, you may wish to question the applicant further about this.

Only one document from each of the subgroups in Group 2 should be included in the document count e.g. do not accept two bank statements as two of the required documents, if they are from the same bank.

- You cannot accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.
- If an identity document is provided in a foreign language, you must obtain a translation of that document, certified by a Notary Public.

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What identity documents can be used?

The CRB has produced guidance on the type and range of identity documents that must be used by the Countersignatory or approved person, to validate the applicant's identity. These documents are divided into two groups: Group 1 and Group 2. The number of documents from each group the Countersignatory or approved person needs to see are detailed below.

If you have insufficient identity documents, please contact the CRB Information Line on 0870 90 90 811 for further guidance.

How many documents do I need to see?

Can applicant produce any documents from Group 1?

- Yes - 3 documents must be seen. One document from Group 1 plus any two from Groups 1 or 2.
- No - 5 documents to be seen. Five documents from Group 2

List of Valid Identity Documents

Group 1

- Passport
- EU National Identity Card
- Identity Card for Foreign Nationals (ICFN) / Biometric residence permit
- Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; either photocard or paper (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- HM Forces ID Card (UK)
- Firearms Licence (UK)
- Adoption Certificate (UK and Channel Islands)

Group 2

- Marriage/Civil Partnership Certificate
- Financial Statement ** - e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)

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- P45/P60 Statement **(UK & Channel Islands)
- Mail Order Catalogue Statement*
- Bank/Building Society Statement*
- Court Claim Form** (UK)
- Documentation issued by Court Services*
- Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
- TV Licence**
- Addressed Payslip *
- Credit Card Statement *
- National Insurance Card / letter (UK & Channel Islands)
- Store Card Statement *
- NHS Card (UK & Channel Islands)
- Mortgage Statement **
- Benefit Statement* - e.g. Child Allowance, Pension
- Insurance Certificate **
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) **
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*:
e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- CRB, Disclosure Scotland and ISA Certificate (UK)**
- Letter from a Head Teacher*
- Connexions Card; including those cards carrying the PASS accreditation logo (UK & Channel Islands)
- General Medical Council (GMC) Certificate

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GMC Registration Certificates now form part of the Group 2 authentication documentation accepted by the CRB. It should be noted that information on these certificates becomes outdated rapidly. Up to date information about a doctor's registration status can be obtained by checking the List of Registered Medical Practitioners at <http://www.gmc-uk.org/> (new window).

- One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK):

Do not use more than one of the following documents

- Convention Travel Document (CTD) - Blue
- Stateless Person's Document (SPD) - Red
- Certificate of Travel (CIT) - Brown (Formerly Certificate of Identity)
- Application Registration Card (ARC)
- Immigration Status Document (ISD)
- Certificate of British Nationality (UK)

At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.

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