

An applicant's guide to completing the Disclosure application form

This booklet contains step-by-step notes on how to fill in the Disclosure application form. If you have any questions about completing it, please call 0870 90 90 844. Please note the CRB's contact centre uses a language interpreting facility.

Minicom users can call 0870 90 90 344.

You may be asked to use this guide with other guidance notes specific to the role for which the Disclosure is being requested. In this instance please refer to both documents.

Do's

- Use **black ink throughout** and write clearly in **BLOCK CAPITALS** only.
- Use only one **letter or number** for each box.
- To correct a mistake on the form put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.
- Leave an **empty box** between words but **not** between postcodes or telephone numbers.
- Mark choices in the boxes indicated with a **cross [X]**, not a tick.
- Be sure to sign the declaration at Section H, item 68, keeping all of your **signature inside the box**.
- Use the checklist on page 6 before sending to the person who asked you to apply for a Disclosure.

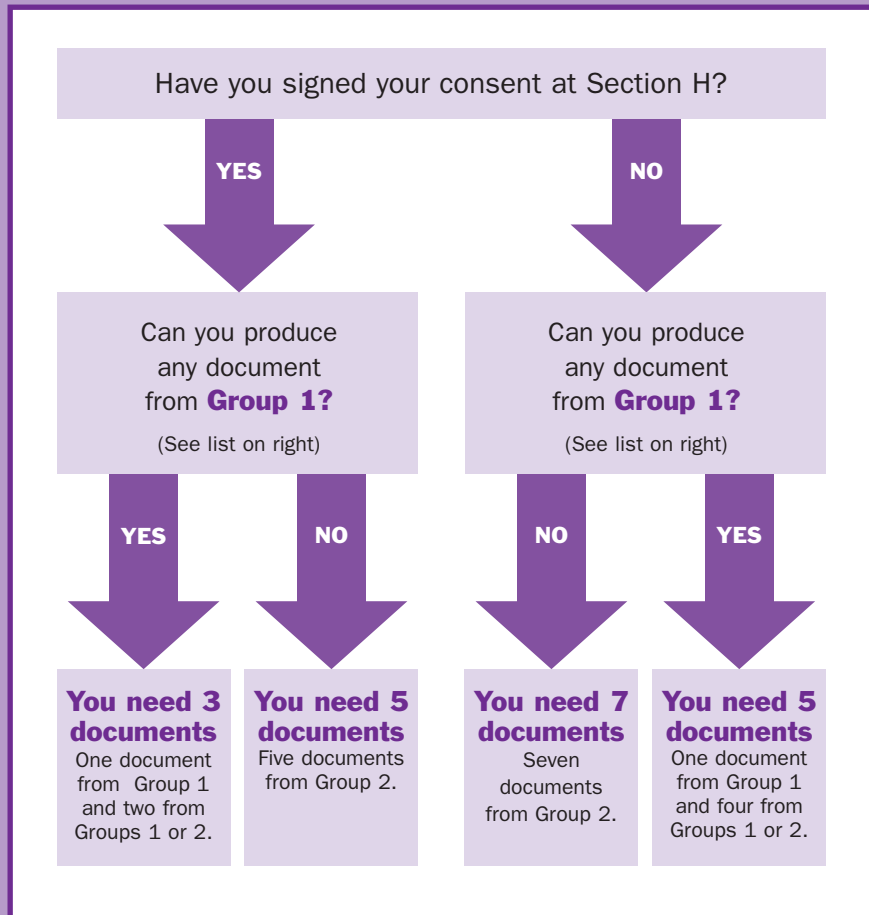
Don'ts

- **Do not write over the edges of the box.**
- **Do not** place any stamps or stickers on the form, i.e. featuring addresses or dates.
- **Do not** strike out a section of the form or state a field is not applicable. If it is not relevant to the application then please leave it blank.
- **Do not** staple any attachments to the form.
- **Do not** use correction fluid.
- **Do not** complete Sections E and F.
- **Do not** complete Sections X, Y and Z.
- **Do not** return the form direct to the CRB.

Confirming your identity

Your identity needs to be confirmed. You need to provide original documentation (no photocopies) to the person who asked you to apply for the Disclosure. The table opposite lists the documents we can accept. Please use the diagram below to determine which of these documents you need to provide.

Which documents do you need to provide?



Please note all documents must be in your current name. At least one document must show your current address and at least one document must show your date of birth.

Acceptable Identity Documents

Group 1

- Valid passport (any nationality)
- UK Driving Licence (either photocard or paper)
- Original UK Birth Certificate (issued within 12 months of the date of birth) (full or short form acceptable)
- Valid photo identity card (EU countries only)
- UK Firearms licence

Group 2

- Marriage certificate
- Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)
- P45/P60 statement**
- Bank or building society statement*
- Utility Bill (electricity, gas, water, telephone - inc mobile phone contract/bill)*
- Valid TV licence
- Credit Card statement*
- Store card statement*
- Mortgage statement**
- Valid insurance certificate
- Certificate of British nationality
- British work permit/visa**
- Correspondence or a document from: the Benefits Agency, the Employment Service, the Inland Revenue, or a Local Authority*
- Financial statement (e.g. pension, endowment, ISA)**
- Valid vehicle registration document
- Mail order catalogue statement*
- Court summons**
- Valid NHS Card
- Addressed payslip*
- National Insurance number card
- Exam certificate (e.g. GCSE, NVQ)
- Child benefit book**
- Connexions card
- Certificate of British nationality
- Work permit/visa**

* documentation should be less than three months old
** issued within past 12 months

Your step by step guide to filling in the form

The following guide will help you to complete your application form. Items marked in **YELLOW** are compulsory and therefore must be filled in. Items marked in **RED** are compulsory only if applicable to you. If you do not complete compulsory fields your form may be returned to you. Items not marked will assist the CRB to process your application.

Section A

Enter your current residential address.

Enter the month and year (for example 042000 for April 2000) you moved to your current address. If it was less than five years ago you'll need to complete Section D.

Do not leave any spaces between letters or numbers for your postcode.

Enter the day, month, year (for example 10 10 1964 for 10 October 1964) you were born.

Section B

Enter the title of the position you are applying for eg Teacher, Social Worker, Financial Adviser. If the job title does not make clear the nature of the work, be more specific (for example Manager, Childcare Services).

Enter the name of the organisation offering the position and its address.

A		Applicant's details	
1.	Title	Mr <input checked="" type="checkbox"/> Mrs <input checked="" type="checkbox"/> Miss <input checked="" type="checkbox"/> Ms <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>	
2.	Surname	B L O G G S	
3.	Forename(s)	S U S A N	
4.	Current address	3 F L O W E R R O A D	
5.			
6.	Town/City	H A M P F O R D	
7.	County	C O U N T Y S H I R E	
8/9.	Postcode	C 2 3 8 T Y	At current address since 0 4 2 0 0 0 (month and year)
10/11.	Date of birth	1 0 1 0 1 9 6 4	Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/>
12.	National Insurance number	T Y 1 2 3 4 5 6 A	

B		Details of position for which Disclosure is being requested	
13.	Position applied for	T A X I D R I V E R	
14.	Organisation name	A A N D B C A B S	
	Organisation address		
15.	Address	S P E T A L R O A D	
16.			
17.	Town/City	A P P L E T O N	
18.	County	H E D G E S H I R E	
19.	Postcode	H 1 1 3 A B	

Section C

If you have entered 'Mrs or Ms' in Section A item 1, please enter your surname at birth, even if it is the same as provided at Section A, item 2.

If you have entered any other names for items 20-27 then please ensure the date fields are completed. Use a continuation sheet if you need to. See inside back cover for details. If not applicable, please leave blank.

Complete items 28-32 whether or not your country of birth is the UK.

Please write your county/district of birth in full.

Do not leave any spaces between numbers when providing your telephone number.

Enter whether you would prefer to be called at home or work (if applicable), and a preferred time between 8:00am and 10:00pm weekdays or 10:00am to 6:00pm at weekends. The CRB may use this number to contact you in relation to your Disclosure application.

Section D

Provide your 5-year address history from the date the application form is signed. Please ensure there are no gaps and include overseas addresses (as appropriate). If you do not provide a full five-year address history your form will be returned to you. Use the continuation sheet if you need to. See inside back cover for instructions.

Do not leave any spaces between letters or numbers for your postcode.

C		Additional personal details	
20.	Surname at birth (if different)	B R O W N	
21.	Used until	1 9 8 5 (year)	
22.	Any other surname used	J O N E S	
23/24.	Used from	1 9 8 5 used to 1 9 8 8 year	
25.	Any other forenames(s) used	S A R A H	
26/27.	Used from	1 9 7 4 used to 1 9 8 4 year	
	Place of Birth	Please enter town/city names and county/district names in full as recorded on your Birth Certificate	
28.	Town/City	C R A W L E Y	
29.	County/District	W E S T S U S S E X	
30/31.	Born in the UK	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> If no, please state country	
32.	Nationality	B R I T I S H	
33.	Home telephone number	0 1 2 3 4 5 6 7 8 9 0	
34.	Work telephone number	0 9 8 7 6 5 4 3 2 1 0	
35.	Preferred contact number and time	W O R K M O N - F R I 9 - 5	

D		Previous addresses		Provide your most recent addresses where you have lived the last 5 years, use continuation sheet if necessary	
36.	Address	1 0 T U L I P P L A C E			
37.					
38.	Town/City	T O W N S V I L L E			
39.	County	Y O R K H A M P T O N			
40/41.	Postcode	T Y 2 3 A A		Country	
42/45.	Period at previous address	From date	To date		(month and year)
		0 4 1 9 9 9	0 4 2 0 0 0		

Section E No information required

The CRB no longer requires this information to process your application. Please leave this section blank.

E		Additional information		This information will help us to process your application more quickly				
46.	Current marital status	Single <input checked="" type="checkbox"/>	Married <input checked="" type="checkbox"/>	Divorced <input checked="" type="checkbox"/>	Widowed <input checked="" type="checkbox"/>	Separated <input checked="" type="checkbox"/>	Other <input checked="" type="checkbox"/>	
47.	Number of financially dependent children under age 18	<input type="text"/>					<input type="text"/>	
48/49.	Bank/Building Society account	Sort Code	<input type="text"/>		Account number	<input type="text"/>		
50.	Employment status Cross ONE box only	Employed <input checked="" type="checkbox"/>	Self Employed <input checked="" type="checkbox"/>	Part-time Employed <input checked="" type="checkbox"/>	Unemployed <input checked="" type="checkbox"/>	Student <input checked="" type="checkbox"/>	Other <input checked="" type="checkbox"/>	
51.	Occupancy status Cross ONE box only	Owner occupier <input checked="" type="checkbox"/>	Joint occupier <input checked="" type="checkbox"/>	Living with parent <input checked="" type="checkbox"/>	Renting <input checked="" type="checkbox"/>	Other <input checked="" type="checkbox"/>		
52.	Mother's maiden name	<input type="text"/>						

Section F: No information required

The CRB no longer requires this information to process your application. Please leave this section blank.

F		Referee details		Please provide details of an appropriate referee who has known you professionally or personally for at least 2 years			
53.	Title	Mr <input checked="" type="checkbox"/>	Mrs <input checked="" type="checkbox"/>	Miss <input checked="" type="checkbox"/>	Ms <input checked="" type="checkbox"/>	Other <input checked="" type="checkbox"/>	<input type="text"/>
54.	Referee surname	<input type="text"/>					
55.	Referee forename(s)	<input type="text"/>					
56.	Referee occupation	<input type="text"/>					
57.	Home address	<input type="text"/>					
58.		<input type="text"/>					
59.	Town/City	<input type="text"/>					
60.	County	<input type="text"/>					
61.	Postcode	<input type="text"/>					
62.	Home telephone number	<input type="text"/>					
63.	Relationship to applicant	Parent/Guardian <input checked="" type="checkbox"/>	Other <input checked="" type="checkbox"/>				
64.	Number of years known	<input type="text"/>					

Section G

Pre-printed details in this section will indicate whether payment has already been made for this application, and the method by which payment has been, or will be, made. If you are unsure whether you are required to make a payment, please check with the person who asked you to apply for a Disclosure.

If you are required to make a payment and are paying by cheque, please make it payable to 'Criminal Records Bureau' and write your form reference number (located on the front of the form) on the reverse. Pass the cheque with your completed form and your original documents to the person who asked you to apply for the Disclosure. Do not use staples to attach the cheque to the form.

G	Payment
65.	

Section H

Place a cross in the box applicable to you.



If you are unsure how to answer this question, advice can be sought from Nacro (National Association for the Care and Resettlement of Offenders). Tel: 020 7840 6464 or Email: helpline@nacro.org.uk

If you have used a continuation sheet don't forget to put a cross in the box.

Don't forget to sign the form. If you do not it will be returned to you.

If you consent to the CRB using commercial data sources to speed up the process of verifying your identity, please read the consent statement at line 69 and sign the adjacent box. The data sources used are held by Experian Limited and include publicly available information and information which you have given previously in connection with other products or services. We will not access any financial details that may be held and this search does not constitute a credit check. The search may be recorded. Please note: If you give your consent you need provide fewer documents to confirm your identity. See page 1 for details.

Enter the date you completed this form.

H	Applicant declaration and consent	
	After you have checked the information provided in Sections A-G, please complete Section H and sign the application form in the space(s) provided.	
66.	Do you have any unspent criminal convictions?	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
67.	Please cross this box if you have supplied additional information with this application	<input checked="" type="checkbox"/>
68.	Declaration by Applicant I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.	Signature of applicant (please sign in the box provided) 
69.	Consent of Applicant I consent to the CRB checking the details I have provided in support of this application against the data sources specified in the notes for guidance, in order to verify my identity and process this application. These details may be recorded and used to assist other organisations for identity verification purposes.	Signature of applicant to indicate consent (please sign in the box provided) 
70.	<input type="text" value="1"/> <input type="text" value="5"/> <input type="text" value="0"/> <input type="text" value="8"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="2"/>	
	After you have signed this form please send it to the person who asked you to apply for a Disclosure - DO NOT return the form to the CRB at this stage.	

Do not complete Sections X, Y and Z.

Please refer to the checklist before sending the form to the person who asked you to apply for a Disclosure.

Use of a Continuation Sheet

- Use a white A4 sheet of paper.
- Use **black ink** and write clearly in **BLOCK CAPITALS** only.
- Write your form reference number (located on the front of the form), current name and address clearly at the top of the sheet.
- To supply additional information for Section C or D, please provide the information in the following format:

Continuation Sheet

Form Ref: F12345678910

Name: Susan Bloggs

Address: 3 Flower Road,
Hampford,
Countyshire C23 8TY

Item No.

22	SURNAME USED:	SMITH
23	USED FROM:	1998
24	USED TO:	2000
36-37	ADDRESS:	1 HIGH ST
38	TOWN/CITY:	TOWNSVILLE
39	COUNTY:	COUNTYSHIRE
40	POSTCODE:	CO1 1Y2
41	COUNTRY:	UK
42	FROM:	031995
43	TO:	041999

- Do not staple the continuation sheet to the form.

Checklist

Before you hand your form in, complete this last minute check.

- Have you provided all addresses for the last five years? (There should be no gaps in your dates).
- If you have used a continuation sheet, have you included your form reference number (located on the front of the form) and crossed the box on the form? (Section H item 67).
- Have you signed the form? (Section H item 68).
- If you agree to the use of commercial data sources to help us confirm your identity, have you signed the form (section H item 69) and checked that you have included the right type and number of documents as evidence of identity?
- If you do not consent to the use of commercial data sources to help verify your identity, check that you have included the right type and number of documents as evidence of identity.

Now pass your:

- Application form
- Documents as evidence of identity
- Continuation sheet (if used)
- Payment (if required)

to the person who has asked you to apply for the Disclosure who will then check your documents and complete Sections X and Y, and send it to the CRB.

Do not send these documents to the CRB.

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