

## Tips for completing the new CRB application form

The new CRB application form was designed to allow customers to apply for a CRB check and ISA registration on one simple form. However, as a result of the Government's recent announcement to halt the launch of ISA registration phase of the new Vetting and Barring Scheme, this form should only be used to apply for a CRB check.

Please ensure that you read the guidance notes on the front page of the application form and use the guidance documents for the Applicant & Authorised Officer/ID Checker we have previously provided. We suggest that for the time being you don't use the online e-guide on the CRB website, because the information in that guide has been superseded in many areas, these have been identified in the 'Top Tips'.

Please note the following:

- **It is the responsibility of the person checking the ID to complete the verification boxes marked 'Registered Body Use Only', in Sections a & c, where applicable.**
- **A completed CRB1 & Documentary Evidence Sheet are still required and the rules for seeing at least three items of ID, with at least 1 document from Group 1 still apply**
- **Please use the new continuation sheet that has been sent out recently by email**

Any mistakes on the form will delay your CRB check. The following are the **Top Common Mistakes** which will cause your application to be rejected.

General – All should pay particular attention to these when completing the form

Area	Description	What you should do?
Correcting Mistakes	DO NOT USE correction fluid	If you make a mistake, put a line through the mistake and correct it to the right
Dates	Completing Date fields with format: DD/MM/YYYY MM/YYYY	These fields should be completed as below: 25/12/2010 12/2010 Be careful not to mistake the second format MM/YYYY as requiring the date/month and year
Continuation Sheets	Completing the new continuation sheet	In line with the application form, when you tell us about additional names on a continuation sheet, you must include the Surname / Forename and period that the name was used for each additional name.

**Applicants** should pay particular attention to these when completing the following fields.

Field Number	Description	What you should do?
A4	Other Names	If you answer 'YES' to having other names, you must always complete the Surname / Forename(s) and dates used fields even if the forenames are the same as those used with your current name  e.g. Current Name: Mrs Joan Mary Smith

		<p>Previous Names: Surname – Jones Forenames – Joan Mary Date used – 12/2000 – 12/2002</p>
A20	<p>This fields ask about your National Insurance number</p> <p><b>**Please see explanatory note on the last page**</b></p>	<p>If you have a national insurance number, you must answer ‘Yes’ to this question and must, where you can, provide the document details as indicated.</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation by letter or using the additional information box of the CRB’s continuation sheet as to why you cannot provide the details.</p> <p>The person checking your Identity only needs to see your national insurance documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p><b>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of these documents in all circumstances</b></p>
A21	<p>National Insurance Number details</p>	<p>Ensure your National Insurance number is in the following format:</p> <p>Two letters, followed by 6 numbers followed by 1 letter i.e.</p> <p>AB123456D</p>
A22	<p>This field asks about your Driving Licence</p> <p><b>**Please see explanatory note on the last page**</b></p>	<p>If you have a driving licence, you must answer ‘Yes’ to this question and must, where you can, provide the document details as indicated</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation as to why you cannot provide the details.</p> <p>The person checking your Identity only needs to see your driving licence documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p><b>PLEASE NOTE: This supersedes instructions in the</b></p>

		<p><b>e-guide that ask for provision of these documents in all circumstances.</b></p>
<p>A23</p>	<p>Driving Licence details</p>	<p>For example the format of the number for Christine Josephine Robinson, born 2 July 1975 is:</p> <p><b>ROBIN 757025 CJ99901 NNNNN YMMDDY IICCCCC</b></p> <p><b>N</b> = 1st five letters of the surname (if the surname begins MAC or MC it is treated as MC for all).  <b>Y</b> = YEAR of birth.  <b>M</b> = MONTH of birth (In the case of a female, the number represented by the first M will have the value 5 added to the first digit e.g. a female born in November (i.e. 11) would display '61' in the MM boxes) or if born in February (i.e. 02) would display '52').  <b>D</b> = DAY of month of birth.  <b>I</b> = Initial letter of the first two forenames - if only one, then 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one has been provided in Section A.  <b>C</b> = Computer generated. Other Examples:</p> <p>JOHN STEPHEN JONES  DOB 02 NOV 1956                    <b>JONES 511026 JS 9XX</b></p> <p>MAUREEN LEE  DOB 23 DEC 1970                    <b>LEE99 762230 M9 9XX</b></p> <p>CRAIG ALLAN MACDONALD  DOB 6 APRIL 1984                    <b>MCDON 804064 CA 9XX</b></p>
<p>A24</p>	<p>This field asks about your passport</p> <p><b>**Please see explanatory note on the last page**</b></p>	<p>If you have a passport, you must answer 'Yes' to this question and must, where you can, provide the document details as indicated</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation as to why you cannot provide the details.</p> <p>The person checking your Identity only needs to see your passport documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p><b>PLEASE NOTE: This supersedes instructions in the</b></p>

		<b>e-guide that ask for provision of these documents in all circumstances.</b>
A21 / A23 / A25	'For registered body use only' verification boxes  <b>**Please see explanatory note on the last page**</b>	As evidence checker, you only need to complete these boxes if you have seen the related documentation. It may be that you have seen enough alternative documentation to verify an individuals identity.
A28 / A29	ISA registration Number	This field is marked as <b>mandatory</b> ; however the form will not be rejected if these fields are left blank as the ISA registration phase of the VBS has been halted and no one has an ISA registration number.  <b>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of this number as nobody has an ISA registration number</b>
Section B	Current Address	You must complete full current address details including town / city, country and Post Code if you have a UK address
Section C	Other Address	If you need to complete this section you must complete all fields for each additional address.  If you have been <b>OVERSEAS</b> and travelling, then you should write 'OVERSEAS' in C38 and need only provide the Country, and Dates you were in that country.  If you need to use a continuation sheet go to: <a href="http://www.crb.homeoffice.gov.uk/continuation">www.crb.homeoffice.gov.uk/continuation</a> and ensure that you complete all fields on the continuation sheet
Section D	Apply for ISA registration	<b>DO NOT COMPLETE THIS SECTION</b>  The ISA registration phase of the VBS scheme has been halted and as a result customers cannot apply for ISA registration at this stage.

**Authorised Officers & ID Checkers** should pay particular attention to the above and the following when completing the form.

Sections W, X, and Y must not be completed by the applicant

W58, W59	Evidence of Identity	The identity checker <b>must</b> complete these boxes.
X60	Is the applicant applying for a CRB check?	This question must always be answered 'YES' as you cannot apply for ISA registration only as the ISA registration phase of the VBS has been halted.
X61	Position Applied For	Only the first 30 characters of this field will be used by the CRB – even though the form allows for 60 - therefore it is important that you provide the principal role details in those first 30 characters
X64, X65, X66	Enhanced CRB check	If you cross the 'enhanced' box in X63, you <b>must</b> answer the following 3 questions X64, X65 and X66 with a YES or NO to indicate if you require a check of the relevant ISA barred lists.
X68	Volunteer applications	You <b>must</b> answer 'YES' or 'NO' to this question to indicate if the CRB check is for a volunteer and therefore issued free of charge.  <b>PLEASE NOTE: With effect from 26 July 2010, if you fail to correctly indicate that you require a check for a volunteer, you will be charged without exception. No credits will be given.</b>
Section Y	Statement by Registered Body	<b>Please leave Section Y blank</b> it is the responsibility of the Records Disclosure Service to complete this section.

\*\* Explanatory note regarding ID verification:

- Where an applicant answers 'Yes' to a20, a22 or a24, then the information about that document should be completed in fields a21, a23, & a25-27, (NI number, Driving Licence number & Passport details). These details should be obtained in any way possible, ie if they have lost the documents get the applicant to contact the DVLA or Passport Office. Their employer will almost certainly have their NI number.
- If having answered 'Yes' to a20, a22 or a24 and the applicant is unable to provide details, then a letter or continuation sheet must be included with the application, explaining why the applicant can't provide the information. (The applicant may have lost the document and doesn't want to get a replacement or they may refuse to provide the information).
- If the applicant has answered 'Yes' to a20, a22 or a24 and completed the relevant fields a21, a23, & a25-27, but when they meet with you to check ID they do not bring one or more of these documents, **it doesn't matter providing they produce at least 3 other items of ID**, with at least one from Group 1. **So as an example;** the applicant has answered 'Yes' to a20, a22 & a24 and they have completed all the relevant information in fields a21, a23, & a25-27. They then meet with you to check ID and bring with them a Group 1 Birth Certificate (original

issued within 12 months of birth), a payslip (which is less than 3 months old and has their NI number on it) and a recent bank statement. They have now met the requirement to produce the correct number and type of ID, you would then be able to cross the boxes to verify a1-a3, a14 (you've seen their birth certificate) & a21 (their NI number is on their payslip). You would leave the verification boxes for a23 & a25 blank, because you haven't seen the Driving Licence or Passport.

- Please complete a Documentary Evidence Sheet to indicate which documents you have seen.