

HANDY HINTS FOR GETTING THE CRB FORM RIGHT!

When the form arrives check!

- If the CRB sends a Standard Disclosure form instead of an Enhanced (or visa versa), or a form with the wrong Registered Body number, this cannot be corrected. Please telephone the CRB for another form.
- If the pre-printed information is incorrect, or the applicant or verifier makes a mistake, the only acceptable method of correction is to draw a line through the error. Write the correct information as near as possible to the error. Do not use correction fluid. Do not use sticky labels.

What do I add? -

- Only **BLACK INK** may be used to complete the form. No other colour is acceptable.
- If the applicant has more than one forename, this must be shown in line 3 of section A.
- If the application states 'VOLUNTEER' please make sure you add that it involves contact with children. E.g Volunteer children's worker.
- Line 14 of section B must show the organisation for which they work - this will be their church not the Churches' Agency for Safeguarding.
- If the applicant's name was different at birth, they must give the details in section C.
- The CRB requires a **full five-year address history** for an applicant. Continue on a plain sheet of paper if necessary and please ensure the applicants name and Form Reference number are written at the top of the additional sheet.
- Sections E, F and G **do not need to be completed**.
- Sections H signs at upper box. The lower box is redundant. Details are in the CRB guidance notes sent with each application.

VERIFICATION

Please ensure that you are authorised by your denomination to verify applications

- The only documents whose details may be entered in Section X are those listed - **Any other documents must be recorded on a Documentary Evidence Sheet.**
- If giving Passport details, all of those fields must be completed. If a Driving Licence does not show the applicant's date of birth, you must advise us in a separate letter.
- Only UK Birth Certificates (i.e, ones issued in the UK, or abroad at a British Embassy, British High Commission or by H.M. Forces) are acceptable to the CRB.
- Do not complete section Y at all
- Please ensure you complete the CAS form and evidence sheet and **send all 3 forms to CAS** not to the CRB.
- Please ensure that you take this role with the care and seriousness of a passport application. You are signing a legal undertaking (on the CAS form) that you have verified the details and confirmed them in accordance with guidance, as the authorised verifier for you denomination.

Pearl Luxon – Director CAS.