



## CRB application process

# Tips for completing the 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.

### Did you know ...

**you can track your application online?**

Remember to make a note of the form reference number and the date of birth of the applicant that you want to track.

Go to [www.crb.homeoffice.gov.uk](http://www.crb.homeoffice.gov.uk) and click on 'Online Tracking' from the Quick Links list.

**Any questions please call the CRB Team on:**

**01908 225540**

Please ensure that you read the guidance notes on the front page of the application form and follow the instructions below. Any mistakes on the form will delay your CRB check.

### General

Please pay particular attention to these when completing the form.

Area	Description	What you should do?
Correcting mistakes	DO <u>NOT</u> 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 <u>MM/YYYY</u> 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 each name was used

### Section A

Please pay particular attention to these when completing the following fields.

Field no	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 - eg current name: Mrs Joan Mary Smith Previous names: Surname - Jones Forenames -Joan Mary Date used - 12/2000 - 12/2002
A20	This field asks about your national insurance number*	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

continued overleaf

**Section A cont.**

Please pay particular attention to these when completing the form.

Area	Description	What you should do?
A21	National insurance number details*	Ensure your national insurance number is in the following format: Two letters, followed by 6 numbers followed by 1 letter ie AB123456D
A22	This field asks about your driving licence*	If you have a driving licence, you MUST answer 'YES' to this question and must, where you can, provide the document details as indicated.
A23	Driving licence details*	For example, the format of the numbers for Christine Josephine Robinson, born 2 July 1975 is: ROBIN 757025 CJ99901 <b>NNNN YMMDDY IICCCCC</b> <b>N</b> = 1st five letters of the surname (if the surname begins MAC or MC 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 eg a female born in November (ie 11) would display '61' in the MM boxes) or if born in February (ie 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: JOHN STEPHEN JONES - DOB 02 NOV 1956      JONES 511026 JS 9XX MAUREEN LEE - DOB 23 DEC 1970              LEE99 762230 M9 9XX CRAIG ALLAN MACDONALD - DOB 6 APR 1984      MCDON 804064 CA 9XX
A24	This field asks about your passport*	If you have a passport, you MUST answer 'YES' to this question and must, wherever you can, provide the document details as indicated.
A21/A23/A25	<b>'For registered body use only'</b>	The evidence checker 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
A28/29	ISA registration number	This field is marked as mandatory, 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.

\*If you do not have the document details requested then you should try and obtain them by whatever means you can, otherwise you must attach an explanation as to why you cannot provide the details.

The person checking your identity only needs to see your documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.

**Section B**

Area	Description	What you should do?
B	Current address	You must complete full current address details including town/city, country and postcode if you have a UK address

**Section C**

Area	Description	What you should do?
C	Other address	If you need to complete this section you MUST complete all fields for each additional address If you have been OVERSEAS and travelling, then you need only write 'OVERSEAS' in C38 and provide the Country and Dates you were in that country.

**Section D**

Area	Description	What you should do?
D	Apply for ISA registration	DO NOT COMPLETE THIS SECTION. The ISA registration phase of the VBS scheme has been halted and as a result customers cannot apply for ISA registration at this stage.

**Section W - to be completed by authorised evidence checkers ONLY**

Area	Description	What you should do?
W58, W59	Evidence of identity	The evidence checker MUST complete these boxes

**Section X - to be completed by applicant's employer**

Area	Description	What you should do?
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 MUST answer the following 3 questions X64, X65, X66 with a YES or NO to indicate if you require a check of the relevant ISA barred lists
X68	Volunteer applications	You MUST answer 'YES' or 'NO' to this question

**Section Y - registered body use ONLY**

Area	Description	What you should do?
Y	Statement by registered person	DO NOT COMPLETE THIS SECTION. This for RWA (UK) Ltd use only as a registered body of the CRB