

Guide to completing the CRB Disclosure Application Form

Please try to ensure that your forms are not part of the 35% or more that need correction before they can be sent on to the CRB. **Use this Guide alongside the CRB's own (purple) guide.**

Please check the completed forms before you send them in.

General

- **Use only black ink** - the CRB rejects outright any other colour.
- **Print VERY NEATLY** - the form is normally 'read' by a machine.
- If you make a mistake, cross it out firmly, **PRINT** the correct entry nearby
 - (the form will then be read by a human, but only after a delay!)
- put one letter in each box - **leave one blank box between words.**

Section A

- **Lines A9 and A10** - beware different format of dates.
- **Line A9** - we need a full five year address history (students may use home address)
 - use Section D, and an Address Continuation Sheet, if necessary.
- **Line A12** - we need either NI or passport number; include a NI number if possible.

Section B

- **Line B13** - use only '**CHURCH MINISTRY CHN/VAD**'
 - the volunteer's actual role should be given in line 1 of the CDF.
- The organisation's name and address is (normally) that of the parish church.

Section C

- **Line C20** - complete this if the surname has changed since birth, or if a female applicant has used any title other than Miss. If the name has actually changed, then the ID documents produced should show evidence of the name change.
- **Lines C33 - C35** are optional and may be left blank.

Section D

- For previous addresses only - if no moves in the last five years, leave it blank.

Section E, Section F, Section G

- Leave all three of these sections blank.

Section H

- **Line H66** may be left blank - no answer is required.
- **Line H68** - the signature should stay within the box.
- **Line H69** - no signature is required.
- **Line H70** - date the form.

Section X - see over

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● → shows significant changes since the previous edition of November 2006

Section X

Refer to the CRB's purple CRB guide, which lists two types of ID documents:

Group 1 documents

Passport
Driving licence (**UK only**)
Birth certificate* (**UK only**)
(*issued within a year of birth)
etc - there is a short list of others

Group 2 documents

Marriage certificate
Birth certificate* (**UK only**)
(*issued more than a year after birth)
Bank statement, Utility bill, TV licence
etc - there is a long list of others.
Internet documents are not acceptable.

Is there **at least one Group 1 document**? Then provide a total of **three** documents.

Is there **no Group 1 document**? Then provide **five** Group 2 documents.

- Lines X5 - X9: driving licences are either paper or photo card. If a photo card licence is used then both photo card and paper counterpart must be produced.
- Line X15: Complete this only if Group 2 documents are used
- Line X16: The rep prints their name here

COPCA/CRB policy requires at least one document with a current address.
All documents must be in the current surname, unless evidence of a change of name (e.g. a marriage certificate) is also produced.

When Section X has been completed:

- Complete an ID Verification Form - list **all** the ID documents shown.
- Check the date limits for utility bills, bank statements, etc in the purple guide.
- Complete a Documentary Evidence Sheet (DES) listing any Group 2 documents* used.
(*except birth and marriage certificates)
- Complete box H67 if either a DES or an Address Continuation Sheet is used.

Photocopies of all ID documents used must be included.

Send to Hinsley Hall:

- ♥ The completed CRB Disclosure Form
- ♥ The ID Verification Form, signed and dated, listing all ID documents used
- ♥ Photocopies of all the ID documents used.

And if used:

- ♥ The Documentary Evidence Sheet (listing Group 2 ID documents only)
- ♥ The Address Continuation Sheet.

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