

Common errors in the completion of the CRB Disclosure Applications	
Error	Remedy
In the form as a whole	
Forms are completed in blue ink	Use only black ink, or the CRB rejects them
Letters are scribbled quickly, or are indistinct e.g. H, M, N often confused	The forms are 'read' by machine, and poorly printed letters lead to errors which may invalidate the Disclosure
In Section A	
(Second) Christian names are omitted	Check the passport and driving licence
The county is often omitted	Complete all lines of the address
Dates are written in the wrong format - e.g. Line A10 needs - for example - 08 2006 ; not 01 08 06	The form as a whole asks for dates in three different formats, so always use the correct format - follow the shapes DDMMYYY (or whatever) in the boxes
A full five-year address history is not given	If line A10 does not go back 5 years, use Section D; if that is not enough, use an Address Continuation Sheet
In Section B	
In line B13 is written 'Catechist' or 'SVP' or 'Eucharistic Minister' etc	Except for clergy, use only: CHURCH MINISTRY CHN/VAD
In Section C	
Previous surnames are not shown	This must be shown for any ladies using the title Mrs, Ms, Dr , etc even when it has not changed since birth Anyone adopted before the age of 10 need not show their surname at birth
Place of birth is not fully completed	Town and County must both be shown
A phone number is given	Phone number not needed by the CRB - but it can be useful to this office
In Section D	
Current address is given	Only a past address goes in here. If the address history does not go back 5 years, then use Address Continuation Sheet (ACS) Students can use parents' address
In Section E	
This is completed, or N/A written	Do not write anything in this section
In Section F	
This is completed, or N/A written	Do not write anything in this section
In Section G	
This is completed, or N/A written	Do not write anything in this section

Error	Remedy
In Section H	
One of the two boxes in Line H66 is crossed	No answer is required - this can just be left blank
An extra sheet is submitted - Documentary Evidence Sheet (DES) or Address Continuation Sheet (ACS) - but this box is not crossed	Cross the box whenever a DES or an ACS is submitted
The box at line H68 is not signed, or is signed in blue, or goes outside the box	There must be a signature here - in black , entirely within the box
The box at line H69 is signed	No signature is needed here - optional
The date at Line H70 is omitted	Show when the form was completed
In Section X	
In line X5, the licence number is given	Despite what it says here, the form needs the Driver number - which begins with the first five letters of the driver's surname
In line X 7, boxes 'Paper' and 'Photocard' are both crossed	Cross one box only - A licence is either a paper licence ('old-style') or a photocard licence (but a photocard licence does also have a separate paper counterpart)
In line X8, the date of validity of a photocard licence is given from the paper counterpart	For photocard licences, take the date from line 4a on the photocard - it cannot be before 1999.
A Group 2 document that does appear in Section X - marriage certificate or later-dated birth certificate - is used, and a DES is included (see above)	No DES is needed if the (only) Group 2 documents used can be shown in Section X
A Group 2 document that does not appear in Section X - utility bill, bank statement, etc - is used, and a DES is not included (see above)	A DES is always needed if the Group 2 documents used cannot be shown in Section X
Three documents are submitted - but none shows the address	At least one document must show the address, and one the date of birth - (driving licence does both)
In Section Y	
Something/Anything is written here	Section Y must be left blank
In the separate (three-page) ID Verification form	
The middle page is not signed by both the rep and the volunteer	Both must sign the ID Verification Form
The documents grid on page 3 is not completed	All documents used must be listed