



Diocese of Leeds - Guide to completing the CRB Disclosure application form

Edition 2 - 2010 September The advice given here may well change in the light of experience. As far as we are aware it is correct as at 8 September 2010. Changes from Edition 1 are marked with a bold arrow in the left margin, as here. For a larger-print version of this guide, please contact the office.

- ❖ Please read the instructions on the front of the CRB form carefully before you begin
- ❖ Please consider completing the form for your applicants, and then ask them to check and sign it. The form can seem quite daunting to applicants when they meet it for the first time. If you complete it for them you will quickly become familiar - and confident - with it, and able to complete it without error. Then ask them to check it and sign it.
- ❖ The boxes on the form are very small, and require very neat writing. If you can develop and keep to a style of writing (PRINTING) such as the capital letters at the foot of page 1 of the form it will save the form being returned to you - and will reduce the chances of an incorrect Disclosure being issued. This really does matter - **please make every effort** to complete the form in very clear PRINTING.
- ❖ Ask to see the applicant's ID documents before you put pen to paper. If they have them all, go ahead with completing the form. If they do not have them all, arrange to see them at another time.
- ➔❖ The notes on the front of the form say (etc - paragraph deleted)
- ❖ The only forms of ID we directly evidence to the CRB are the National Insurance number, driving licence and passport. We do this in lines A20 - A27, and in the small boxes to the right of those lines. **Please make every effort to supply these three forms of ID**, with photocopies. If any of them is not held, please supply alternatives as before, but **always** provide evidence of date of birth and address, and at least one Group 1 document plus two others, or five Group 2 documents. List all documents on the completed Confirmation of Identity form, and **include photocopies**. (See also notes on A20-A27, below)
- ➔❖ Group 2 documents will no longer need a Documentary Evidence Sheet and you do not need to complete a CRB Continuation Sheet (just) for Group 2 documents.
- ❖ The error rate in CRB Application forms submitted to this office has been well over 50%. All those reps who attended the June set of training sessions agreed that if they submitted a form with errors then I should return the form without amendment, but with a covering sheet showing (in tick boxes) what was wrong. **I do hope that all reps will be prepared to accept this**. It is unfair on those reps who submit correct forms if theirs are delayed while I wrestle with trying to contact reps and applicants to obtain missing information or documents, or spend time amending unclear or confusing writing.

Before you submit the form, please ensure that:	
1	The applicant has completed and signed a Safeguarding Self Declaration . These forms are dated November 2009 and are available from the Diocesan office and website.
2	Both you and the applicant have completed and signed a Confirmation of Identity form. These forms are dated November 2009 and are available from the Diocesan office and website.
3	You have checked (crossed) the small boxes to the right of lines A20 - A24, and B37. Only check those boxes where you have been able to verify the information by sight of original documents.
4	You have included photocopies of all the (three or five) original ID documents that you have seen.
5	You do not sign the CRB's Continuation Sheet, if you have used one. These forms are dated July 2010 and are available from the Diocesan office and website - or direct from the CRB's website at www.crb.homeoffice.gov.uk/continuation

The CRB's own e-guide to completing the application form is available from their web site at http://www.crb.homeoffice.gov.uk/using_the_website/application_e-guide.aspx. However, please note that the CRB has issued new instructions which supersede parts of the e-guide - but those new instructions are included in this guide from the Diocese.

2010 September - Edition 2 - Guide to completing the CRB Disclosure application form.

Section A	
A1 - A4	All must be completed.
A5 - A7 A8 - A10 A11 - A13	If any other names have ever been used, always complete both surname and forename, even if the forename is the same as A3. If no other names have been used, leave them blank. For female applicants who use any title other than Miss, please complete (at least) A5 - A7.
A14 - A17	All must be completed.
A18 - A19	May be left blank.
● → A20	If the applicant has a national insurance (NI) number then the CRB says that you must if at all possible use it as evidence of identity. (See P60, P45, pay slip, benefits/pension letter, NI number card, etc) If the applicant has a NI number, but despite their best efforts cannot produce it, then you should answer Yes to A20, leave A21 blank, and use the Additional Information section of the CRB's Continuation Sheet to explain why the number cannot be produced.
A21	The NI number always has a letter/number format with two letters, then six numbers, then one letter: eg AA123987D
A22	If the applicant holds a valid driving licence then the CRB says that you must if at all possible use it as evidence of identity. If the applicant holds a valid driving licence, but despite their best efforts cannot produce it, then you should answer Yes to A22, leave A23 blank and use the Additional Information section of the CRB's Continuation Sheet to explain why the licence cannot be produced.
● → A23	The 'driving licence number' asked for is actually the 'driver number' which begins with the first five letters of the driver's surname. A driving licence can be used as evidence of address even when (as most are) it is more than three months old. Only UK and Jersey driving licences are acceptable.
A24	If the applicant holds a valid passport then the CRB says that you must if at all possible use it as evidence of identity. If the applicant holds a valid passport, but despite their best efforts cannot produce it, then you should answer Yes to A24, leave A25 - A27 blank and use the Additional Information section of the CRB's Continuation Sheet to explain why the number cannot be produced.
A25 - A27	All must be completed if the applicant can produce a valid passport - otherwise, leave blank
● → A28 - A31	Leave blank - even though two of them have the yellow shading of a Mandatory field. The Government has suspended ISA registration.
● →	In the small box to the right headed registered body use only the parish rep must mark with a cross those lines (eg a1 - a3, a14, etc) which you have been able to verify by sight of original documents .

Section B	
B32 - 35	All must be completed - except B34, which is optional.
B36	Must be completed, and should be written UNITED KINGDOM .
B37	Must be completed - please note the date format required.
● →	In the small box to the right headed registered body use only the parish rep must mark a cross to show that you have been able to verify the applicant's address by sight of original documents .

Section C	
C38 - C43 and C44 - C49	You must complete this section if the date shown at line B37 does not go back a full five years from the date of the application. If you do need to complete this section, complete all six fields (C38 - C43, and if necessary, C44 - C49) for each address. If the two sets of fields are not enough, use the CRB's Continuation Sheet.

Section D

D50 - D54	Leave blank, even though one of them has the yellow shading of a Mandatory field. The Government has suspended ISA registration.
-----------	---

Section E

E55 - E57	All must be completed. The CRB recognises that this question is very much more intrusive than the similar question on the previous application form. However, there is as yet no guidance as to how this question should be answered other than as it stands. Applicants have answered a similar question on their SSD.
-----------	--

Section W

W58 - W59	Both must be completed by the Parish Safeguarding Representative.
-----------	---

Section X

X60	Always answer Yes .	
X61	For volunteers, always write CHURCH MINISTRY . For employees, write their job title.	
X62	Write the name of your parish (and, if there is room, the name of your town).	
X63	Always answer Enhanced .	
X64	If the role involves working with children , answer Yes. Otherwise, answer No.	For Eucharistic Ministers we recommend crossing both boxes, but we will accept whatever choice the parish makes.
X65	If the role involves working with adults , answer Yes. Otherwise, answer No.	
X66	Answer No. If the applicant wishes to answer Yes, please contact the Diocesan Office.	
X67	Answer as appropriate to the application.	
X68	If the applicant is a volunteer , answer Yes. Otherwise, answer No.	

Section Y

Y69 - Y73	Leave this section blank. If you write in this section it invalidates the whole form.
-----------	---

Section Z

Z74 - Z75	Leave this section blank. If you write in this section it invalidates the whole form.
-----------	---

If you have any questions about any aspect of the CRB form, or about these notes, please contact me (or Suzanne) in the usual way.....

Stephen: ☎ 0113 2618 046

✉ safeguarding@dioceseofleeds.org.uk

Suzanne: ☎ 0113 2618 059

✉ suzanne.mitchell@dioceseofleeds.org.uk

📍 Safeguarding Office, Hinsley Hall, 62 Headingley Lane, Leeds, LS6 2BX

Website: www.dioceseofleeds.org.uk/safeguarding

Stephen Hanslip
08 September 2010

Identity Documents are of two kinds - Group 1 and Group 2

Group 1 documents		Must still be 'within date'
Passport - any nationality	UK or EU National Identity Card	
UK or Jersey Adoption Certificate	Identity Card for Foreign Nationals	
UK Firearms Licence	UK HM Forces ID Card	
UK or Jersey or Isle of Man Driving Licence, full or provisional, paper or photocard. Photocard licences are only valid if accompanied by the paper counterpart (except Jersey)		
Birth Certificate (UK or Jersey) - issued within 12 months of date of birth. Either full or short form is acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces		

If the applicant can produce any document(s) from Group 1, then they need a total of three documents. If they cannot produce a Group 1 document, then five (Group 2) documents are needed. Documents printed out from the internet are not acceptable.

- → **At least one document must confirm the applicant's current name.**
- At least one document must confirm the applicant's date of birth.**
- At least one document must confirm the applicant's current address.**

Group 2 documents		No time limit
Birth certificate issued more than a year after birth		
UK Certificate of British Nationality	Marriage/Civil Partnership certificate	
UK National Insurance Card	UK NHS card	
Examination certificate - GCSE, NVQ, O or A Levels, Degree		
Vehicle Registration document (Old-style V5 and new-style V5C only)		
<u>Connexions Card</u>	<u>General Medical Council Certificate</u>	
Document from UK Borders Agency - eg <u>Convention Travel Document</u> (blue), <u>Stateless Person's Document</u> (red), <u>Certificate of Identity</u> (brown), <u>Applicant Registration Card</u> , <u>Immigration Status Document</u>		
Financial Statement - pension, endowment, ISA, etc		Issued within the past twelve months
TV Licence	UK Court claim form	
Mortgage statement	Insurance certificate	
UK Council Tax statement	UK Work Permit/Visa	
<u>CRB Disclosure - Scotland</u>	UK P45 or P60 statement	
Mail order catalogue statement	Bank/building society statement	Issued within the past three months
Utility Bill - electricity, gas, water, phone or mobile phone		
Letter from Head Teacher	Documentation issued by Court Services	
Addressed payslip	Credit card statement	
Benefit statement - pension, child allowance, etc	Store card statement	
Document from central or local UK Government or Government Agency giving entitlement - eg Department for Work & Pensions, Employment Service, Job Centre, Job Centre Plus, Customs & Revenue, Social Security		

Note - No more than one underlined document may be used.