



RFL



Criminal Records Bureau



**IN LEAGUE
TOGETHER**

RFL Guidance for Applicants completing the NEW Enhanced CRB Disclosure Form

**PLEASE ENSURE THAT ALL COMPLETED CRB DISCLOSURE
APPLICATION FORMS ARE RETURNED DIRECTLY TO THE RFL.
FORMS MUST NOT BE SENT TO THE CRB.**

Before you start...

- ❖ Read this guidance booklet carefully.
- ❖ You will need a **black pen**.
- ❖ You must use **CAPITAL** letters throughout.
- ❖ Continuation sheets are included in this booklet.
- ❖ If you make a mistake put a line through the mistake and write the correct information to the right of the mistake. **Do not use correction fluid; Tippex etc.**

Common Mistakes

The CRB will return CRB forms which are not completed correctly. This will cause a delay in processing your application and the issuing of your Enhanced Disclosure. Please read the section below regarding common mistakes to ensure that you complete the form successfully first time.

- Blue or red ink used.
- Applicant has ticked 'Mrs' but has not included details of maiden name.
- Applicant has ticked 'Ms' but has not indicated whether or not they have been married.
- Driving Licence/Passport indicates the applicant has a middle name which has not been provided in Section a
- Details of place of birth not provided
- CAPITALS not used.
- Address history does not cover a consecutive 5 year period.
- Details of Group 2 documents not included with application.
- Section d has been completed. This is no longer required and should be blank.
- Stickers or correction fluid used.
- Position applied for not completed.
- Insufficient ID documents provided.
- Details on ID documents do not match those on the rest of the form.
- The person who has approved your evidence is not a Evidence Verifier
- Ticks in the boxes instead of X's.
- X's and/or signature encroach outside of the box.
- Form not signed and dated in Section e

Section A

- ❖ Put a 'X' in the box next to your title.
- ❖ Give your current surname, forename and any middle names in the appropriate places.
- ❖ Enter your date of birth in the correct format, e.g. DDMMYYYY
- ❖ It is important to give any name changes from the age of 10 upwards. You should also give the dates these names were used from and to in the format MMYYYY.
- ❖ Enter your place of birth as shown on your birth certificate.
- ❖ Phone numbers and e-mail addresses should be entered; this is not mandatory but if there is a problem with your application, contact details may allow issues to be addressed more quickly.

The image shows a screenshot of the 'applicant's details' section of a CRB application form. The form is divided into several sections, each with a numbered field and a corresponding grid of boxes for data entry. The fields are:

- 1 title:** mr mrs miss ms other
- 2 surname:** [Grid of 20 boxes]
- 3 forename(s):** [Grid of 20 boxes]
- 4 have you ever been known by any other names?:** no yes . If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14. Use a continuation sheet if necessary, available from www.crb.gov.uk
- 5 surname:** [Grid of 20 boxes]
- 6 forename(s):** [Grid of 20 boxes]
- 7 dates from and to:** [Grid of 20 boxes]
- 8 surname:** [Grid of 20 boxes]
- 9 forename(s):** [Grid of 20 boxes]
- 10 dates from and to:** [Grid of 20 boxes]
- 11 surname:** [Grid of 20 boxes]
- 12 forename(s):** [Grid of 20 boxes]
- 13 dates from and to:** [Grid of 20 boxes]
- 14 date of birth:** [Grid of 10 boxes]
- 15 gender:** male female
- 16 place of birth (town):** [Grid of 20 boxes]
- 17 place of birth (country):** [Grid of 20 boxes]
- 18 e-mail address:** [Grid of 20 boxes]
- 19 contact telephone number:** [Grid of 20 boxes]
- 20 do you have a national insurance number?:** no yes . If 'yes' you must complete a21, if 'no' go to a22
- 21 national insurance number:** [Grid of 10 boxes]
- 22 do you hold a valid UK driving licence?:** no yes . If 'yes' you must complete a23, if 'no' go to a24
- 23 driving licence number:** [Grid of 10 boxes]
- 24 do you hold a valid passport?:** no yes . If 'yes' you must complete a25, a26, and a27, if 'no' go to a28
- 25 passport number:** [Grid of 10 boxes]
- 26 nationality:** [Grid of 20 boxes]
- 27 country of issue:** [Grid of 20 boxes]
- 28 do you have an ISA registration number?:** no yes . If 'yes' you must complete a29, if 'no' go to a30
- 29 ISA registration number:** [Grid of 10 boxes]
- 30 do you have a Scottish vetting & barring number?:** no yes . If 'yes' you must complete a31, if 'no' go to section b
- 31 Scottish vetting & barring number:** [Grid of 10 boxes]

On the right side of the form, there is a section for 'registered body use only' with verification checkboxes:

- a1-a3 verified
- a14 verified
- a21 verified
- a23 verified
- a25 verified

Please note if a female applicant uses the title “Ms”, CRB assume that the applicant has been married and is currently divorced, although obviously this is not always the case.

If the female applicant has been married then they should include all names (both maiden and married) in the appropriate boxes in section a.

If the female applicant has not been married and prefers to use the title “Ms” the applicant must provide an additional sheet stating that she has never been married and simply prefers the prefix “Ms”.

A20-31

If you have any of the documents (passport, driving licence or National Insurance number) you must put a "X" in the "yes" box for that piece of evidence. You must then write the reference number for that piece of evidence in the corresponding box. If you hold a passport but are unable to locate it, you must still place an "X" in the "yes" box and send an accompanying letter with your application explaining the reasons why this information cannot be provided.

Please leave boxes a28 - a31 blank as this part is no longer required

Section B & C

- ❖ Any addresses you have had in the past 5 years, should be entered here.
- ❖ If you have moved more than twice, you will need to list your other addresses on an Address Continuation Sheet (provided with these guidance notes).

The form is divided into two main sections: 'b current address' and 'c other addresses'. Section 'b' includes fields for address (32), town/city (33), county (34), UK postcode (35), and country (36). It also has a 'registered body use only' section with a 'current address verified?' checkbox. Section 'c' includes fields for address (38), town/city (39), county (40), UK postcode (41), country (42), dates from and to (43), address (44), town/city (45), county (46), UK postcode (47), country (48), and dates from and to (49). Each field is followed by a grid of boxes for data entry. Instructions for each section are provided in purple text.

It is important that we receive a continuous address history for the past 5 years. There should be no gaps. For example if you moved out of your house in 02/2009 then the date you moved in to your new address should also be 02/2009.

Section D – PLEASE LEAVE BLANK

This Section is no longer required, please do not complete.

Section E

Please indicate whether or not you have had any convictions or cautions by putting an 'X' in the appropriate box [e55].

Please ensure your signature stays within the box and you that have completed the date [e57].

e declaration by the applicant	
55 have you ever been convicted of a criminal offence or received a caution, reprimand or warning?	no <input type="checkbox"/> yes <input type="checkbox"/>
56 declaration by the applicant	Applicant declaration (please sign within the box provided)
By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.	
57 date of signature	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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ALL APPLICANTS SHOULD NOW RETURN THE FORM TO THE RELEVANT EVIDENCE CHECKER (SECTION X) FOR COMPLETION