

Checking Identity For CRB Disclosures



GUIDE TO COMPLETING THE APPLICATION FORM

The CRB application form was designed to allow you to apply for a CRB check and ISA registration on one simple form. The Government has halted the launch of ISA registration phase of the new Vetting and Barring Scheme and this form should only be used to apply for a CRB check.

This guide is aimed at the safeguarding person and provides step-by-step information on how to complete sections **W** and **X** on the back page of the application form.

It also gives advice on the essential checks of an applicant's identity documents and of the information supplied by the applicant in the centre pages of the form.

GENERAL RULES

What follows are some general rules that apply throughout the application form. Failure to follow them may result in the application form being returned for correct completion.

- Write clearly in CAPITAL LETTERS using **black ink** and place only one letter or number in each box.
- If any fields are not relevant to the application, please leave them blank. Do not strike through any of the sections or state that a field is "not applicable" or "N/A".
- Do not write anything outside the boxes on any part of the form, this includes the front page.
- Don't place any stickers or stamps on the form, for example address labels.
- Do not use correction fluid.
- If you make a mistake when writing in your details, put a line through the mistake and write the correct information alongside it in the next available text box to the right. If this doesn't leave you with enough space, then you must include an official continuation sheet.

- Official continuation sheets must be used when needed; sheets of paper are no longer acceptable. Continuation sheets can be downloaded from the CRB website at www.crb.homeoffice.gov.uk/continuation
- Do not attach anything to the form by any means. Continuation sheets should be placed inside the relevant form

Section W– evidence of identity

Section **W** of the form must be filled out in tandem with the **verification boxes, marked registered body use only** contained in sections **A** and **B**, all of which relate to the identity of the applicant.

(w58) Name of ID checker:

The safeguarding person should enter their full name as they are the person who has seen the documents presented to support the identity of the applicant.

To assist you there is a **verification boxes** in section **A** of the form and a further **verification box** in section **B**. These are marked **registered body use only**.

The safeguarding person must place an X in the relevant boxes to indicate that they have seen an original ID document which matches exactly the information provided by the applicant, if the field relating to that document has been completed. These verification boxes cover the applicant's: Title, Full Name, Date of Birth, Driving Licence number, National Insurance number, Passport number and current address.

If this information is not checked and verified CRB will be unable to process the application.

THINGS TO LOOK OUT FOR

- If the applicant has been known by other names for any reason, whether in an official or unofficial capacity, all of their “other name” combinations must be provided. It is no longer acceptable to just enter the surname with relevant dates.
- You must see acceptable documentation to verify each of the details provided by the applicant. If, when carrying out your checks, you find that the information provided on the form does not match that on the document provided (example: because the applicant has missed out a number from their passport or written the wrong letter for their driving licence details) the applicant must put a line through the incorrect data and provide the correct information on a continuation sheet.

SECTION X – APPLY FOR A CRB CHECK

(x60) Apply for CRB check

This question must always be answered “Yes” and the remainder of the fields in this section must be completed

(x61) Position applied for

Acceptable common titles used are “Sunday school teacher”, “Youth club worker”, “church leader with children” or “Pastoral support worker with vulnerable adults”. A fuller description of the role is preferred by CRB.

(x62) Organisation Name

This should be the name of the church followed by the name of the PCC (Parochial Church Council), so as an example it should read St Cuthbert’s PCC Wells. If there are not enough boxes to enter the name of your church and parish an official continuation sheet needs to be used.

(x63) Level of CRB Check

The diocese only carries out enhanced checks.

(x64 - 65) Registered to work with Children/Vulnerable Adults

The enhanced CRB check that is carried out by the safeguarding department is to cover you whilst working with children and/or vulnerable adults.

(x64) should have a cross in the “Yes” box if the applicant is solely working with children.

(X65) should have a cross in the “Yes” box if the applicant is solely working with vulnerable adults.

Both (x64) and (x65) should have a cross in the “Yes” box if the applicant is working with children and vulnerable adults.

(x66) Working at home address

This section should always have a cross in the “No” box as the Diocesan Safeguarding Children, Young People and Vulnerable Adult Policy 2011 does not advise this.

(x67) Application Type

Place a cross against **one** of the options at (x67) to indicate the reason why you are applying for the CRB check. This could be an application for:

- A new post holder – if the applicant is new to the position recorded in section X.
- An existing post holder – if the applicant is already working in the position recorded in section X, but has never been CRB checked.
- A re-check of an existing post holder – if the applicant is already working in the position recorded in section X, has been CRB checked for this position in the past and is being re-checked.

(x68) Volunteer

Cross the relevant box to indicate if the CRB check is for a voluntary post and should be issued free of charge

SECTION Y – STATEMENT BY REGISTERED PERSON

Once all parts of sections **W** and **X** have been completed, you must return the application form to the diocese. **Do not** sign (y72), this is for the diocese to complete.

CONTACT

Once the application form has been fully completed and the identity checked, the application form together with any continuation sheets should be returned to:

Mrs Helen Organ
Assistant Safeguarding Adviser
The Old Deanery
Wells
Somerset
BA5 2UG

If you have any queries or would like further information please contact Helen Organ: T: 01749 685103 or visit the diocesan website.

www.bathandwells.org.uk

Please note this booklet is also available in large print...if you would like a large print copy please contact the safeguarding office.