



Form Completion Top Tips

The new CRB application form was designed to allow customers to apply for a CRB check and ISA registration on one simple form. However, as a result of the Governments recent announcement to halt the launch of ISA registration phase of the new Vetting and Barring Scheme this form should only be used to apply for a CRB check.

Please ensure that you read the guidance notes on the front page of the application form and use the CRB's e-guide to help you complete the form correctly. **PLEASE NOTE** before you use the e-guide that there are changes below that supersede the instructions in the e-guide that you should pay careful attention to.

Any mistakes on the form will delay your CRB check. The following are the Top Common Mistakes which will cause your application to be rejected:

General - All applicants should pay particular attention to the these when completing the form.

Area	Description	What should I do?
Correcting Mistakes	Do NOT use correction fluid.	If you make a mistake, put a line through the mistake and correct it to the right.
Entering Dates	Completing date fields with the following format: DD/MM/YYYY MM/YYYY	Make sure that you complete these date fields as below: DD/MM/YYYY - 25/12/2000 MM/YYYY - 12/2000 Be careful not to mistake the second format MM/YYYY as requiring the date, month and year.
Continuation sheets	Completing the continuation sheet	In line with the application form, when you tell us about additional names on a continuation sheet you must include the Surname, Forename(s) and dates that the name was used for each additional name

Applicants should pay particular attention to these when completing the following fields.

Field Number	Description	What should you do?
A4	Other Names	<p>If you answer 'YES' to having other names, you must always complete the Surname / Forename(s) and dates used fields even if the forenames are the same as those used with your current name</p> <p>for example - current name: Mrs Joan Mary Smith</p> <p>Previous Names: Surname: Jones / Forenames: Joan Mary / Date Used 12/2000 to 12/2002</p>
A20	This field asks about your national insurance number.	<p>If you have a national insurance number, you must answer 'Yes' to this question and must, where you can, provide the document details.</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation by letter or using the additional information box of the CRB's continuation sheet as to why you cannot provide the details.</p> <p>The person checking your Identity only needs to see your national insurance documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of these documents in all circumstances</p>
A21	National Insurance Number	<p>Ensure your National Insurance number is in the following format:</p> <p>Two letters, followed by 6 numbers followed by 1 letter i.e.</p> <p style="text-align: center;">AB 123456 D</p>
A22	This field asks you about your driving licence	<p>If you have a driving licence, you must answer 'Yes' to this question and must, where you can, provide the document details.</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation as to why you cannot provide the details.</p> <p>The person checking your Identity only needs to see your driving licence documentation if they are using it as part of</p>

Field Number	Description	What should you do?
A23	Driving Licence details	<p>your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of these documents in all circumstances.</p> <p>Examples: The format of the number for Christine Josephine Robinson, born 2 July 1975 is:</p> <p>ROBIN 757025 CJ99901 NNNNN YMMDDY IICCC</p> <p>N = 1st five letters of the surname (if the surname begins MAC or MC it is treated as MC for all). Y = YEAR of birth. M = MONTH of birth (In the case of a female, the number represented by the first M will have the value 5 added to the first digit e.g. a female born in November (i.e. 11) would display '61' in the MM boxes) or if born in February (i.e. 02) would display '52'). D = DAY of month of birth. I = Initial letter of the first two forenames - if only one, then 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one has been provided in Section A. C = Computer generated. Other Examples:</p> <p>JOHN STEPHEN JONES - DOB 02 NOV 56</p> <p>JONES 511026 JS 9XX</p> <p>MAUREEN LEE - DOB 23 DEC 1970</p> <p>LEE99 762230 M9 9XX</p> <p>CRAIG ALLAN MACDONALD - DOB 6 APRIL 1984</p> <p>MCDON 804064 CA 9XX</p>
A24	This field asks about your passport	<p>If you have a passport, you must answer 'Yes' to this question and must, where you can, provide the document details</p> <p>If you do not have the document details, you should try to obtain them by whatever means you can, otherwise you must attach an explanation as to why you cannot provide the details.</p>

Field Number	Description	What should you do?
A21, A23, A25	Verification boxes ' For registered body use only '	<p>The person checking your Identity only needs to see your passport documentation if they are using it as part of your identity verification. You may have already provided enough alternative documentation to prove your identity.</p> <p>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of these documents in all circumstances.</p>
		<p>As evidence checker, you only need to complete these boxes if you have seen the related documentation. It may be that you have seen enough alternative documentation to verify the individuals identity.</p>
A28, A29	ISA registration Number	<p>This field is marked as mandatory; however the form will not be rejected if these fields are left blank as the ISA registration phase of the VBS has been halted and no one has an ISA registration number.</p> <p>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of this number as nobody has an ISA registration number.</p>
Section B	Current Address	<p>You must complete full current address details including town / city, country and Post Code if you have a UK address.</p>
Section C	Other Address	<p>If you need to complete this section you must complete all fields for each additional address.</p> <p>If you need to use a continuation sheet go to:</p> <p>www.crb.homeoffice.gov.uk/continuation</p> <p>and ensure that you complete all fields on the continuation sheet.</p>
Section D	Apply for ISA registration	<p>DO NOT COMPLETE THIS SECTION</p> <p>The ISA registration phase of the VBS scheme has been halted and as a result customers cannot apply for ISA registration at this stage.</p>

Countersignatories should pay particular attention to the above and the following when completing the form.

Sections W, X, and Y must **not** be completed by the applicant.

Field Number	Description	What should you do?
W58, W59	Evidence of Identity	The identity checker must complete these boxes.
X60	Is the applicant applying for a CRB check?	This question must always be answered 'YES' as you cannot apply for ISA registration only as the ISA registration phase of the VBS has been halted.
X61	Position Applied For	Only the first 30 characters of this field will be used by the CRB – even though the form allows for 60 - therefore it is important that you provide the principal role details in those first 30 characters.
X64, X65, X66	Enhanced CRB check	If you cross the 'enhanced' box in X63, you must answer the following 3 questions X64, X65 and X66 with a YES or NO to indicate if you require a check of the relevant ISA barred lists.
X68	Volunteer applications	You must answer 'YES' or 'NO' to this question to indicate if the CRB check is for a volunteer and therefore issued free of charge.
Y72	Signature of registered person	If the applicant has signed this box by mistake, as the registered person <u>you</u> can put a line through their signature and enter <u>your</u> own signature. Make sure that your signature stays within the box.

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