

# NEW CRB APPLICATION FORM GUIDANCE

August 2010

This guidance may help to reduce the amount of common mistakes that are currently being made since the introduction of the new CRB Application form in July 2010.

## Name History- Section A4-13

- If any other name has been used by the applicant, the name, surname and dates used must **all** be completed, **even if the forenames are the same** as those used with their current name.

## Date Format- Previous name history & address dates

- Please ensure the correct date format is used for the address history - **MMYYYY** (Month & year only).
- The **date of birth** requires the format **DDMMYYYY** (day, month & year).

## Driving Licence Number & Middle Names- Sections A3 & A22

- A standard UK Driving licence contains 16 digits and is a combination of letters and numbers- the first 5 are taken from the applicant's current surname.
- The applicant's initials are indicated in the driving licence number so please check that they match the names in section A3, as often **middle names** are missed off the form.

## Verification boxes for evidence seen- Sections A & B

- As an individual who is checking the identification documentation for the applicant, you will need to cross the verification boxes to show which evidence you have seen. It may be that you have seen enough alternative documentation to verify the individual's identity.

- **Verification boxes a1-a3 and a14 must be crossed to show you have successfully verified the applicant's current name and date of birth using ID documentation.**
- **The verification box next to the section B (current address) must be crossed when you have verified the applicant's current address using ID documentation.**

registered body use only

a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input checked="" type="checkbox"/>
a21 verified	<input type="checkbox"/>
a23 verified	<input type="checkbox"/>
a25 verified	<input type="checkbox"/>

registered body use only

current address verified?	<input checked="" type="checkbox"/>
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## Address History- Section B

- Please ensure all yellow mandatory fields are completed for the address history. Please ensure the **COUNTRY** is completed.
- The **COUNTY** is the only field that is not mandatory in this section.

### Further address history- Section C

- If the applicant needs to complete this section, all fields must be completed for each additional address including the **POSTCODE** and **COUNTRY**.
- A full 5 year address history must be provided with no gaps however overlapping is acceptable.

### Section D- ISA Registration- **PLEASE LEAVE BLANK**

- **Do not complete this section.** The ISA registration phase of the Vetting & Barring Scheme has been halted and as a result applicants cannot apply for ISA registration at this stage.

### Position Applied For- Section X61

- 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.

### Level of CRB Check- Section X63

- An enhanced CRB check is required for applicants who are working with vulnerable children or adults.
- 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.

### Application Type- Section X67

A cross must be placed against **one** of the options in 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.

### Volunteer applications- Section X68

- 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.

### Statement by Registered Person- Section Y- **PLEASE LEAVE THIS SECTION BLANK**

- This section is for the SPIC Countersignatory to sign and date.

### CRB use only- Section Z - **PLEASE LEAVE THIS SECTION BLANK.**

- This section is for CRB use only.

## Evidence Documentation

The true identity of the applicant must be established through the examination of a range of documents. Please ensure that **valid, current** and **original** documentation is used. No photocopies should be accepted.

- 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**.
- **Wherever possible, a document containing a photograph should be included in the evidence for identity.**

## ISA Adult First & ISA Registration

**Please note that the ISA Adult First check is not the same as ISA registration.**

ISA Adult First check

A **satisfactory** ISA Adult First check will mean the care worker can start work in a care home, for a domiciliary care agency or as an adult placement carer before a full CRB check has been completed, as long as they are shadowed in the work place.

- ISA Adult First is a service exclusive to the health sector.
- Requests for ISA Adult First checks carry strict criteria and are permissible only where it is necessary to take such action because of a real danger that staffing levels will fall below statutory obligations.

## ISA Registration

The ISA Registration scheme is currently under review. In its recent document '*The Coalition: Our programme for government*', the Government set out its aim to '**review the criminal records and vetting and barring regime and scale it back to common sense levels**'.

In order to deliver this promise and carry out the remodelling, the Vetting and Barring Scheme will be halted. The first phase of registration was due to commence on 26 July 2010. Although the Scheme is halted whilst the Government undertakes its review, new safeguarding regulations introduced in October 2009 continue to apply.