



# CRB New Application Form & ISA Registration



# New CRB Application Form

- The new form will be accepted at the CRB from the 28th June 2010 but will not be processed until 26th July 2010.
- New forms can be sent into SPIC from Monday 19<sup>th</sup> July 2010. Use the old form until then.
- From this date any applications using old CRB form will be destroyed if sent to the CRB. Please destroy any old forms that you have in stock.

Sections w, x and y for Registered Body use only Form Ref 10171969002

For help and assistance in completing this page please follow CRB guidance on the website: [www.crb.gov.uk](http://www.crb.gov.uk)  
Complete all sections marked in **YELLOW**. If you do not, this form will be returned unprocessed and this will delay this application.

**W Evidence of Identity**

58 name of evidence checker

59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check box?  no  yes

**X apply for a CRB check**

60 is the applicant applying for a CRB check?  no  yes **IF 'yes' you must complete s61-s68 as appropriate, if 'no' go to section y**

61 position applied for

62 organisation name

63 level of CRB check Please cross one box only standard  if crossed go to s67 enhanced  if crossed go to s68

64 are you entitled to know whether the applicant is registered to work with children?  no  yes

65 are you entitled to know whether the applicant is registered to work with vulnerable adults?  no  yes

66 does this position involve working with children or vulnerable adults at the applicant's home address?  no  yes

67 application type application is for a new post holder  application is for an existing post holder  application is for an existing post holder who is being re-checked

68 is this application for a free of charge volunteer?  no  yes **By placing 'yes' in the yes box, you confirm that the post meets the CRB definition for a free of charge volunteer application. Please note that CRB may recover the application fee if this box is marked in error and that this could result in the cancellation of your CRB registration. The answer to this question must be the same as for question s53, if completed.**

**Y statement by registered person**

69 registered body number 200021200002

70 counter-signatory number 2000111111

71 do you have payment on account?  yes  no Please enclose payment if required

72 declaration by registered person

I confirm that the required documentation and information has been supplied and checked in accordance with CRB guidance. I declare that the information you have provided in support of this application is complete and true and I understand that knowingly making a false statement for this purpose may be a criminal offence. I certify that, where requested, an appropriate CRB check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

Signature of registered person (please sign within the box provided)

73 date of counter-signature

**Z CRB use only**

74 payment type received cheque  postal order  multipayment  voucher

75 examined by

**Application form**

302

Mr A. Example  
Application Sample Services  
Sample Court  
1 Another Street  
Liverpool  
L85 9XX

000002

Independent Safeguarding Authority

**CRB**  
Criminal Records Bureau  
PO Box 110,  
Liverpool L69 3EF  
Form Ref 10171969002

This form can be used to apply for a CRB check and/or to register with the Independent Safeguarding Authority (ISA). If you are applying for both a CRB check and ISA registration on this form it must be for the same job. If not, two application forms must be completed. **APPLICANTS MUST COMPLETE SECTIONS a, b, c, d AND e ONLY. DO NOT COMPLETE SECTIONS w, x, y OR z.** If you require help in completing the form, you can call the CRB on 0870 60 90 11, visit our website on [www.crb.gov.uk](http://www.crb.gov.uk) or talk to the person who provided you with this form.

Failure to complete this form correctly will delay your application.

**YOU MUST**

- Use **BLACK INK** throughout.
- Use **CAPITAL LETTERS** when completing the form.
- Complete all sections marked in **YELLOW** - if you do not, your form will be returned unprocessed and this will delay your application.
- Write clearly and insert only one character in each box.
- Put a line through a mistake, and correct it to the right.
- Mark choices in the box with a cross (X).
- Keep your signature(s) within the box provided.
- Provide all addresses where you have lived in the last 5 years. If you have lived overseas within this period please include these addresses.

**YOU MUST NOT**

- Write over the edges of pages.
- Place stamps and labels on the form.
- Staple anything to the form.
- Use correction fluid.
- Staple out a document if not applicable. Please leave it blank.

**proving your identity**

After you have completed sections a, b, c, d and e please return the form to the person who provided you with the form. They will then ask you to provide a range of documents to confirm your identity. A list of acceptable documents can be found on [www.crb.gov.uk](http://www.crb.gov.uk).

**applicant's checklist**

Before you pass this form to the person who provided it to you, please ensure you have:

- Completed all the **YELLOW** fields, highlighted in yellow in sections a, b, c, d and e.
- Provided all the addresses where you have lived in the last 5 years.
- Signed the declaration in section e.

**Now pass the following to the person who provided you with this form:**

- Application form.
- Identity documents.
- Continuation sheets (if you have used any), available from [www.crb.gov.uk](http://www.crb.gov.uk).
- Payment (if you have been asked to provide that).

**Identity documents**

- You must provide **original documents** but photographs will not be accepted.
- At least one document must confirm your name, as recorded in section a.
- At least one document must confirm your date of birth, as recorded in section a.
- At least one document must confirm your current address, as recorded in section a, and be no older than 3 months.
- Where applicable, if you hold a document containing a photograph (from the approved identity document list, this should be submitted).

**for processing notice**

The Criminal Records Bureau will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the CRB for inclusion on any certificates issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on the application form may be used to verify your identity for authentication purposes.

**APPLICANTS MUST COMPLETE SECTIONS a, b, c, d AND e ONLY. DO NOT COMPLETE SECTIONS w, x, y OR z.**

# Sections to complete

- Applicants must complete sections **A, B, C, D** and **E ONLY**.
- Sections **W, X** are to be completed by the nominated person who checks the evidence within the organisation employing the applicant.
- Section **Y** is to be completed by the SPIC Countersignatory **ONLY**.
- Section **Z** is to be completed by the CRB **ONLY**.

# Guidance Notes

- Guidance notes are now included on the front page of the new application form.
- These include a useful checklist for applicants which helps to ensure all required sections have been completed.

## YOU MUST

- Use **BLACK INK** throughout.
- Use **CAPITAL LETTERS** when completing the form.
- Complete all sections marked in **YELLOW** – if you do not, your form will be returned unprocessed and this will delay your application.
- Write clearly and insert only one character in each box.
- Put a line through a mistake, and correct it to the right.
- Mark choices in the box with a cross (X).
- Keep your signature(s) within the box provided.
- Provide all addresses where you have lived in the last 5 years. If you have lived overseas within this period please include these addresses.

## proving your identity

After you have completed sections a, b, c, d and e please return the form to the person who provided you with the form. They will then ask you to provide a range of documents to confirm your identity. A list of acceptable documents can be found on [www.crb.gov.uk/id](http://www.crb.gov.uk/id)

## identity documents

- You must provide **original documentation only**; photocopies will not be accepted.
- At least one document must confirm your **current name**, as recorded in section a.
- At least one document must confirm your **date of birth**, as recorded in section a.
- At least one document must confirm your **current address**, as recorded in section b, and be no older than 3 months.
- Wherever possible, where you hold a document containing a photograph from the approved identity document list, this should be submitted.

## YOU MUST NOT

- Write over the edges of each box.
- Place stamps or stickers on the form.
- Staple anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable. Please leave it blank.

## applicant's checklist

Before you pass this form to the person who provided it to you, please ensure you have:

- Completed all the **mandatory** fields, highlighted in yellow in sections a, b, d and e.
- Provided all the addresses where you have lived in the last 5 years.
- Signed the declaration in section e.

**Now pass the following to the person who provided you with this form:**

- Application form.
- Identity documents.
- Continuation sheets (if you have used any), available from [www.crb.gov.uk](http://www.crb.gov.uk)
- Payment (if you have been asked to provide this).

# Important things to remember when completing the form

1 title mr  mrs  miss  ms

2 surname

3 forename(s)

4 have you ever been known by any other names? no  yes  If 'yes' you must cc in a5 - a13 as appr

5 surname

6 forename(s)

7 dates from and to  -

8 surname

9 forename(s)

10 dates from and to  -

11 surname

12 forename(s)

13 dates from and to  -

14 date of birth

15 gender male  female

16 place of birth (town)

17 place of birth (country)

18 e-mail address

- All highlighted yellow boxes are **mandatory** fields for the applicant. If any are left blank the CRB will reject the form and this will cause a delay in processing.
- If a section is not applicable please **LEAVE BLANK-** do not strike through any sections.
- **Do not staple** anything to the form.
- If using a **continuation sheet** place the applicant's name and form reference at the top.
- Put a **neat line through a mistake** and correct it to the right

**a applicant's details**

1 title  mr  mrs  miss  ms  other

2 surname

3 forename(s)

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](http://www.crb.gov.uk)

5 surname

6 forename(s)

7 dates from and to

8 surname

9 forename(s)

10 dates from and to

11 surname

12 forename(s)

13 dates from and to

14 date of birth

15 gender  male  female

16 place of birth (town)

17 place of birth (country)

18 e-mail address

19 contact telephone number

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

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

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

26 nationality

27 country of issue

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

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

registered body use only

a1-a3 verified

a14 verified

a21 verified

a23 verified

a25 verified

## SECTION A- Applicant's details

- Section A requires the applicant to record their **full name, gender, date of birth** and proof of identity documentation.
- There must be sufficient evidence to confirm these details are correct.
- Additional name history must be provided. There is space for 3 additional name combinations. If further space is required a continuation sheet must be used.
- **Evidence Documents**  
Section A20 to A31 should be completed with details of personal documentation.
- If you don't have evidence of the document being requested, put a cross in the respective 'no' box and move onto the next question.

# SECTIONS B and C- Address History

5 Years address history must be supplied with no gaps. It is essential that the current address is correct as the results of the ISA-Registration check & CRB will be sent to this address.

**b current address** Please give details of your current address. This is the address to which all correspondence will be sent.

32 address  
33 town/city  
34 county  
35 UK postcode  
36 country  
37 at address since

**c other addresses** You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from [www.crb.gov.uk](http://www.crb.gov.uk). If not applicable, go to section d.

38 address  
39 town/city  
40 county  
41 UK postcode  
42 country  
43 dates from and to  
44 address  
45 town/city  
46 county  
47 UK postcode  
48 country  
49 dates from and to

registered body use only  
current address verified?



Applicants current address details.



If the applicant lives in the United Kingdom, please ensure UNITED KINGDOM is written in section B36.



Space for 2 further addresses. If further space is required use a continuation sheet.



## SECTION E-Declaration by the Applicant

- The new application form only requires one signature from the applicant to declare that all the information provided is accurate and true.
- Section E55 must be completed in relation to any previous criminal convictions, warnings or reprimands.

**e** declaration by the applicant

55 have you ever been convicted of a criminal offence or received a caution, reprimand or warning? no  yes

56 declaration by the applicant

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

Applicant declaration  
(please sign within the box provided)

3MSPSL V1.0 CRB 06/09

Please ensure the declaration has been signed and dated correctly. Date format should be given as DDMMYYYY.

Only 1 box **for** the applicant to sign

# SECTION W-Evidence of Identity

- All blue highlighted fields are mandatory and must be completed by the employer.
- The full name of the person who has seen the documents presented to support the identity of the applicant must be printed in Section W58.
- Section W59 should be completed when the true identity of the applicant has been established.

<b>W</b> evidence of identity	
58 name of evidence checker	<input type="text"/>
59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/>

Place a cross here once evidence has been verified.



# Requesting a CRB check- SECTION X

**X** apply for a CRB check

**CRB** Criminal Records Bureau

60 is the applicant applying for a CRB check? no  yes  If 'yes' you must complete x61 - x68 as appropriate, if 'no' go to section y

61 position applied for

62 organisation name

63 level of CRB check Please cross one box only standard  If crossed go to x67 enhanced  If crossed go to x64

64 are you entitled to know whether the applicant is registered to work with children? no  yes

65 are you entitled to know whether the applicant is registered to work with vulnerable adults? no  yes

66 does this position involve working with children or vulnerable adults at the applicant's home address? no  yes

67 application type application is for a new post holder   
 application is for an existing post holder   
 application is for an existing post holder who is being re-checked

68 is this application for a free of charge volunteer? no  yes  By placing a cross in the yes box, you confirm that the post meets the CRB definition for a free of charge volunteer application. Please note that CRB may recover the application fee if this box is marked in error and that this could result in the cancellation of your CRB registration. The answer to this question must be the same as for question d53, if completed.

**V** statement by registered person

- As the form can be used to apply only for ISA Registration, section X60 must be completed to indicate that a CRB check is required.
- If the applicant requires both a CRB check and ISA-registration for the same post, they should apply using one form.
- If the CRB check and ISA-registration are for two different posts, they must apply for each one on separate application forms.

## Application Type & Volunteers

67	application type	application is for a new post holder	<input type="checkbox"/>
		application is for an existing post holder	<input type="checkbox"/>
		application is for an existing post holder who is being re-checked	<input type="checkbox"/>
68	is this application for a free of charge volunteer?	no <input type="checkbox"/> yes <input type="checkbox"/>	By placing a cross in the yes box, you confirm that the post meets the CRB definition for a free of charge volunteer application. Please note that CRB may recover the application fee if this box is marked in error and that this could result in the cancellation of your CRB registration. The answer to this question must be the same as for question d53, if completed.
V	statement by registered person		

A cross must be placed against one of the options in **X67** to indicate the reason the applicant is applying for a CRB

- **A new post holder-** if the applicant is new to the position in Section X61.
- **An existing post holder-** if the applicant is already working in the position recorded in section X61 but has never been CRB checked (eg some day care staff).
- **A re-check of an existing post holder-** if the applicant has had a CRB check for the position in X61 in the past, but is being re-checked.
- Volunteers should indicate they are a volunteer in section **X68**.
- Volunteers will not be charged for ISA-Registration. If a volunteer then moves into a paid role, they will have to pay for the ISA-Registration.

## Cost of ISA Registration & CRB check for SPIC members



- ISA-Registration only: **£69**
- ISA-Registration & Enhanced CRB Check: **£69**
- Enhanced CRB only: **£41**
- ISA-Registration & Enhanced CRB Checks for volunteers will be **free of charge**.
- The ISA recommend that the employer pays for the CRB check and the employee pays the remaining £28 for the ISA-Registration as it is portable.

# ISA Adult First Requests & The Registration Process

SHROPSHIRE PARTNERS IN CARE -ISA ADULT FIRST REQUEST FORM V.1.1 06/10/09

Name of applicant	
Date of Birth	
CRB Reference No (found at top right corner of Disclosure form)	
Name of person requesting ISA AdultFIRST	
Signature of Person requesting ISA AdultFIRST	
Name of organisation or home	
Email for our reply	
Fax for our reply	

Please attach this form to each CRB Disclosure form where an ADULT FIRST Check is requested.

SPIC USE ONLY    Date rec'd .....    Date to key .....    Date to chase .....

- The ISA-Registration process will mean that the **ISA Adult first service will cease to run from July 26<sup>th</sup> 2010.**
- During the ISA-Registration process, the relevant barred lists will be checked to ensure the applicant is suitable to work with vulnerable adults or children.
- This process will take 7 working days to complete.
- The individual applicant will receive confirmation from the CRB that they are ISA Registered and a unique Scheme reference number will be given if successful.

## Registration Status Check

- Applicants will need to **consent** to and then supply the Regulated Activity Provider with their unique 16 digit number to be verified online.
- This online Registration status check will be **free of charge**.
- When a person becomes ISA-registered they will be **continuously monitored** and their status reassessed against any new information which may come to light.
- Whilst awaiting for an enhanced CRB disclosure good practice recommends **supervision** of the individual in the workplace.

## Registering Existing Staff (p 53)

- Existing Workers will join the VBS gradually from April 2011.
- As a regulated activity provider YOU will be expected to meet the time frame for registration of existing staff.
- **Priority 1:** those without an existing disclosure
- **Priority 2:** those with an older disclosure
- **Priority 3:** those with recent disclosure
- Further sector specific guidance will be issued from the end of May 2010 regarding registering existing staff.

# Information for a Regulated Activity Providers to keep

- **When a worker becomes registered Regulated Activity Providers should:**
- Keep record of their register status
- Seek their consent to carry out the ISA status online check
- Register an 'interest' in them
- Obtain and keep a record of their unique scheme reference number
- Keep their CRB Form reference for '**online tracking**'



**Please refer to ISA and CRB  
guidance.**



# Recruitment Hub



The Care Workforce Development Partnership are now involved with the West Midlands Partnership hub. It has been created to focus recruitment resources on the needs of the employer. The WM partnership will work for you, representing your interests to ensure best choice of candidate for the job on offer.

We are scoping the area of Shropshire and Telford & Wrekin to see how organisations interview potential staff and the recruitment process. For a limited time the CWDP also have access to funding which can help support your organisation in paying for employees CRB/ISA's. The project has been running since January 2010, if you have recruited since the beginning of the year or you are looking at recruiting within the next 12 months please contact:

**Claire Smout, Public Sector Recruitment Hub Lead/ CWDP Coordinator**

**Tel: 01743 861882**

**Email: [csmout@cwdpartnership.co.uk](mailto:csmout@cwdpartnership.co.uk)**

We only specialise in  
one industry...yours



We offer you  
a targeted  
approach to  
recruitment