

### Tips for completing the new CRB application form

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 certain instructions below that supersede those in the [e-guide](#);

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 should pay particular attention to these when completing the form

<u>Area</u>	<u>Description</u>	<u>What you should do?</u>
Correcting Mistakes	DO <b>NOT</b> USE correction fluid	If you make a mistake, put a line through the mistake and correct it to the right
Dates	Completing Date fields with format: DD/MM/YYYY MM/YYYY	These fields should be completed as below: 25/12/2010 12/2010 Be careful not to mistake the second format <u>MM/YYYY</u> as requiring the date/month and year
Continuation Sheets	Completing the new 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 and period that the name was used for each additional name.

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

<u>Field Number</u>	<u>Description</u>	<u>What you should do?</u>
A4	Other Names	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  e.g. Current Name: Mrs Joan Mary Smith  Previous Names: Surname – Jones Forenames – Joan Mary Date used – 12/2000 – 12/2002
A20	This fields ask about your National Insurance number	If you have a national insurance number, you must answer 'Yes' to this question and must, where you can, provide the document details as indicated.  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



		<p>CRAIG ALLAN MACDONALD          DOB 6 APRIL 1984</p> <p style="text-align: right;"><b>MCDON 804064 CA 9XX</b></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 as indicated</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 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><b>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of these documents in all circumstances.</b></p>
A21 / A23 / A25	'For registered body use only' verification boxes	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 an individuals identity.
A28 / A29	ISA registration Number	<p>This field is marked as <b>mandatory</b>; 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><b>PLEASE NOTE: This supersedes instructions in the e-guide that ask for provision of this number as nobody has an ISA registration number</b></p>
Section B	Current Address	You must complete full current address details including town / city, country and Post Code if you have a UK address
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 have been <b>OVERSEAS</b> and travelling, then you should write 'OVERSEAS' in C38 and need only provide the Country, and Dates you were in that country.</p> <p>If you need to use a continuation sheet go to:  <a href="http://www.crb.homeoffice.gov.uk/continuation">www.crb.homeoffice.gov.uk/continuation</a>          and ensure that you complete all fields on the continuation sheet</p>
Section D	Apply for ISA registration	<p>DO <b>NOT</b> 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

W58, W59	Evidence of Identity	The identity checker <b>must</b> complete these boxes.
X60	Is the applicant applying for a CRB check?	This question <u>must</u> 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 <b>must</b> 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 <b>must</b> 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, <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.