

Guidance Notes for CRB Enhanced Disclosure Applicant



Completing the Application Form

Please complete sections **a, b, c, e** and **x60 – 62** only.

- Follow the instructions on the front of the Application Form to complete a, b, c, and e
- To speed up processing TMG CRB request that you also complete section **x60, x61 and x62**
- If you answer YES to a mandatory question (marked in yellow box) you MUST complete the further sections as detailed
- Use a *Continuation sheet* if required for name and address history. A full five year address history is required with no gaps.

Note, ISA registration is under review by the government and not currently available.

Have you?	
Used a black pen	✓
Used capital letters	
Amended any mistakes by striking through and rewriting - correction fluid must not be used	
Completed all mandatory sections highlighted in yellow	
Provided a history of all names used	
Provided a full 5-year address history	
Signed and dated section e	

Please complete **x60, x61** and **x62** as detailed below:

All other questions within Sections **x, y** and **z** are for **Registered Body use only**.

Proof of Identity

You need to provide three original identity documents to support your CRB application.

Where available please provide ID documents to confirm your:

- Driving Licence number
- Passport number
- National Insurance number

National Insurance number can be evidenced on a NI card, P45/60, payslip or financial document eg tax return.

Alternatively, please refer to the *Evidence of ID* sheet for alternative forms of ID which can be accepted.

Verification Options

Documents can be verified in one of two ways;

- Postal verification
- Post Office ID checking service

Option 1 – Postal Verification

Send original ID documents direct to TMG CRB.

Please refer to the full list of approved ID documents in *Evidence of ID* section.

TMG CRB takes great care of all documentation but cannot be held liable for any loss in transit. We strongly recommend, therefore, that you send documentation by Royal Mail Recorded Delivery or Special Delivery. Your documents will be returned by Recorded Delivery, unless you enclose a **pre-paid** Special Delivery envelope, which can be purchased from a Post Office.

We strongly advise that you consider the different levels of compensation offered by the Royal Mail for loss of documents in transit before deciding how to send your documents to us. Full details can be found on the Royal Mail website www.royalmail.com

Option 2 - Post Office ID Checking Service

You can choose to have your documents verified face to face at The Post Office. A fee will be charged at the Post Office for this service (currently £7.00).

The Post Office do not need to see your CRB form.

Take the following original ID documents together with a clear and legible photocopy of each document into the Post Office, together with the Post Office ID checking service form (P6582) provided.

- Passport
- Driving Licence
- ID confirming National Insurance number, or Utility Bill (less than 3 months old)

The Post Office counter staff will check each document against the original, date and sign each photocopy and stamp with the words 'this copy is a true likeness of the original' on each document.

They will give you back all your documents, your form and provide you with a receipt.

If you cannot supply the above documentation please refer to the full list of approved ID documents in the *Evidence of ID* section.

Please note: to use the Post Office ID checking service at least one document must be provided from the Group 1 list of documents.

To find out more and locate a Post Office near you that provides this service visit www.postoffice.co.uk/counterservices

Returning your application to TMG CRB

You must now send your completed CRB Application Form, together with the appropriate ID documents to TMG CRB using the self-adhesive label provided.

Before sealing the envelope please check that you have included:

Postal Verification - Original ID to TMG CRB	✓	Post Office ID Checking Service	✓
Your completed form		Your completed form	
Original identity documents		Post Office Identity Checking Service form	
Continuation sheets (if used)		Post Office certified copies of ID	
Pre-paid Special Delivery Envelope		Continuation sheets (if used)	

Payment:

No payment is required as the DSA is covering the cost of the CRB Disclosure application.

What happens next?

TMG CRB check the form for accuracy, complete the remaining sections, record the details of the application and submit the application to CRB for further processing.

The CRB will issue two copies of the CRB Disclosure. One copy will be sent to you, a second copy is issued to TMG CRB; we will update our records and forward the Disclosure to DSA.

For further information visit www.crb.homeoffice.gov.uk

Helpline:

Our helpline is open from 8.30am – 5.30pm, Monday to Friday. A 24 hour messaging service is available outside of these hours.

Evidence of ID:

In order to progress with your application, you must provide sufficient ID to validate your application.

The CRB has produced guidance on the type and range of ID documents that must be used. For the full range of ID documents go to www.crb.homeoffice.gov.uk/id

A minimum of **three** documents must be witnessed; at least one document should be from Group 1. If you can only provide documents from the Group 2 list, five documents must be supplied (this option is not available for the Post Office ID checking service).

All documents must be original, not photocopies or electronic downloads.

- At least one document must confirm **current name**, as recorded at **a1-a3**
- At least one document must confirm **date of birth**, as recorded at **a14**
- At least one document must confirm **current address**, as recorded at **b32-b36**

Group 1	
Valid Passport	National Identity Card - UK & EU
Driving Licence (UK) (Full or provisional) - England/Wales/Scotland/Northern Ireland/Isle of Man/Jersey; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence; except Jersey)	Birth Certificate (UK) issued within 12 months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
HM Forces ID Card (UK)	Firearms Licence (UK)
Adoption Certificate (UK)	

Group 2		
Issued within last 3 months	Issued within last 12 months	No time limit
Bank/Building Society Statement	TV Licence	Birth Certificate UK issued more than 12 months after date of birth or foreign birth certificate (official translation required)
Benefit Statement	Council Tax Statement (UK)	
Utility Bill	Insurance Certificate	Vehicle Registration Document
Letter from a Head Teacher	P45/P60 Statement (UK)	
Addressed Payslip	Financial Statement: pension endowment ISA mortgage	Marriage/Civil Partnership Certificate
Mail Order Catalogue Statement	Court Claim Form (UK)	
Store Card Statement	Work Permit/Visa (UK)	Exam Certificate, eg GCSE or NVQ
Credit Card Statement	CRB Disclosure Certificate	
Document from Government Agency/ Local Authority giving entitlement (UK): DWP or Employment Service Customs & Revenue Job Centre or Job Centre Plus		NHS Card (UK)
		Connexions Card (UK)
		National Insurance Card (UK)
		Certificate of British Nationality (UK)
		One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK):
		Convention Travel Document (CTD) - Blue
		Stateless Person's Document (SPD) - Red
		Certificate of Identity (CID) - Brown
		Application Registration Card (ARC)
		Immigration Status Document (ISD).

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