

Mandatory Fields and Do's & Don'ts

Registered Bodies play an important role in the provision of the Disclosure service, in particular they must:

- Establish the true identity of the applicant, through the examination of a range of documents as set out by the CRB;
- Check and validate the information provided by the applicant on the application form; and
- Ensure the application form is fully completed and the information it contains is accurate.

To help you do this we have created a checklist; this will help reduce the number of incomplete application forms being rejected and returned to Registered Bodies and will ensure the integrity of the Disclosure service is upheld.

Mandatory Fields

The fields listed below are mandatory and therefore must be completed. Failure to do so will result in the application form being rejected and returned to the Registered Body.

Section A

1	Title	Select only one option
2	Surname	Please ensure a name is provided
3	Forename(s)	Many people do not use their middle name, however, all forenames must be provided
4	Current address	Please ensure a current address is provided
6/7	Town/City/County	At least one of Items 6 and 7 must be completed
8	Postcode	The full postcode must be entered
9	At current address since	Month and Year must be entered - MMYYYY (e.g. 061985 for June 1985) If less than five years ago, Section D must be completed
10	Date of birth	DDMMYYYY (e.g. 14051971 for 14 May 1971)
11	Current gender	Only one box must be crossed

Section B

13	Position applied for	Job title must be entered here
14	Organisation name	This is the organisation or current employer offering the job

Section C

20	Surname at birth	*Surname at birth must always be provided even if this is the same as the surname recorded in Section A
20-27	Additional names	If any other names are provided then please make sure the date fields (from and to) are completed for each
28	Town/City	This is required, whether the country of birth is in the UK or not

Section D

If current address given at Section A is less than five years ago, section D **must** be completed. This must cover a continuous five-year period; there must be no gaps in the addresses provided for this period. Use a continuation sheet if necessary. Please give full address details, including postcode and the date when the applicant resided at these addresses.

If an applicant has not lived at their current address for more than five years and has provided other addresses you should, where possible, ask for documentation to verify this information.

Section E

Information in Section E is no longer required and should be left blank.

Section F

Information in Section F is no longer required and should be left blank.

Section H

68	Declaration by applicant	A signature must be present
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Section X

Please see 'ID Checking Process' DIP 002 fact sheet, when completing this part of the form; or contact the CRB Information line.

X16	Evidence seen and checked by	This must be the name of the person who has verified the ID
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Section Y

Y1	Registered Body number	Please make sure that the RB number entered here is your organisation's RB number; this should be an 11 digit number
Y2	Countersignatory number	After checking that the RB number in Y1 is your RB number, enter your unique Countersignatory number (11 characters)
Y6, Y7	The level of criminal record check required in respect of this application	This should state Standard or Enhanced For telephone application forms, if you need to change the pre-populated information in these boxes, you should contact the Information line, as the form will need to be amended and re-printed
Y8	Registered Body to pay	If you are submitting an application for a volunteer and have Payment on Account (POA) status, you should cross 'on account' and 'volunteer – no payment'. If you do not have POA status, you should just cross 'volunteer – no payment' For telephone application forms, if you need to change the pre-populated information in these boxes, you should contact the Information line, as the form will need to be amended and re-printed
Y9	Declaration by registered person	This must be the signature of a registered Countersignatory

Top Five Common Errors

- No.1 Five-year address history.** Gaps and overlapping in address histories are by far the biggest cause of rejected forms.
- No.2 Middle name missing.** When an applicant submits information such as a driving licence number and it indicates that a middle name exists, but it has not been detailed on the application form, the CRB will reject the form and return it to the RB for clarification.
- No.3 Surname at birth missing.** *An applicant crosses MS or MRS, but does not enter surname at birth in Section C20. The surname at birth must always be provided even if this is the same as the surname recorded in Section A.
- No.4 Level of check.** The application form should always indicate the level of check required at Section Y6/7.
- No.5 Missing signature.** The application form should always be signed by the registered Countersignatory at Section Y9, and by the applicant at Section H68.

If you make any of these errors, your Disclosure will take longer to process.

Do's and Don'ts

Each Disclosure application form is scanned by the CRB automatically. However, many forms cannot be scanned due to some basic errors made when completing the form. This causes delays in processing applications. To ensure your applications are processed as smoothly and efficiently as possible, please follow these 'Do's and Don'ts' when completing Disclosure application forms.

DO'S

DO make sure you use BLACK INK THROUGHOUT and write clearly in BLOCK CAPITALS ONLY.

DO place only one letter or number in each box.

DO cross out any errors on the form and amend the correction to the right of the error. If there is no space to write next to a particular piece of information, please write as close to the text as possible. **(Except for sections Y6, Y7 & Y8 of telephone application forms. If you need to change the pre-populated information in these boxes, you should contact the Information line, as the form will need to be amended and re-printed.)**

DO ensure that both the form reference number and the applicant's name are noted on continuation sheets.

DO use the checklist above when checking the application form to ensure all mandatory fields are complete.

DO ensure you have placed a cross in the box in Section Y3/4, which states whether the position involves working with children and/or regular contact with vulnerable adults.

DO ensure line Y8 is completed correctly. Please note; if you do not have POA status, and payment was not made when initiating the application over the telephone, the appropriate payment must be submitted with the application form.

DO ensure when countersigning application forms, you use the same signature as on your original Countersignatory/Registration application form.

DO ensure signatures keep within the space provided in the box.

DON'TS

DON'T use staples to attach any cheques, continuation sheets or additional information.

DON'T place any stickers or stamps on the form i.e. featuring addresses or dates.

DON'T use correction fluid on the form. To correct a mistake, please follow the guidance above.

DON'T allow text to cross the edges of the boxes on the application form.

DON'T put a line through a section of the form or state a field is 'not applicable', if it is not relevant to the application then please leave it blank.

DON'T delete the 'On account' cross on application forms if the position is voluntary. Simply add a cross at section Y8 to indicate the post is for a volunteer. A charge will not be made for the check.

DON'T send in any original or copies of identity documents with the Disclosure application form.

* Applicants who were adopted before the age of 10 years do not need to provide their name at birth in Section C of the application form, they should give their adoptive name. This is because the age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name used until the age of 10 years.