

# GUIDANCE NOTES ON CRIMINAL RECORDS DISCLOSURES AND ON COMPLETING THE CRIMINAL RECORDS BUREAU (CRB) APPLICATION FORM

**Criminal Records Disclosures**

A disclosure is an information service provided by the Criminal Records Bureau. It helps employers and volunteering organisations make informed recruitment decisions and so protect the vulnerable members of society. A disclosure is an impartial and confidential document that details an individual's criminal record and, where appropriate, sets out those who are banned from working with children and vulnerable people.

The University has identified your post as one involving work that entitles it to obtain a CRB disclosure.

As a CRB registered body, the University must comply with a Code of Practice, which contains various obligations about the fair use and safe handling of disclosure information. In line with that Code, various policies, procedures and guidance have been put in place.

Only registered persons may countersign a request for a disclosure application. You will receive a copy of the disclosure as will the countersignatory. The countersignatory is required to keep the copy under secure conditions and only to share the information in very limited circumstances.

A criminal record does not necessarily mean that an individual cannot be appointed to a particular position or be involved in particular work. Any information that is provided on a disclosure will be considered carefully and fairly.

The CRB Code of Practice and other information is available on the website: [www.direct.gov.uk](http://www.direct.gov.uk) or from the University. If you have any questions you can contact the section dealing with your application or the University's lead countersignatory, Tessa Harrison.

**Guidance on the Application Form**

These guidance notes have been provided to help you with the CRB application process. It is important that the application form is completed correctly or it will be returned unprocessed which will delay your application.

You should ensure that you read the front page of the CRB application form carefully and follow the instructions given before you attempt to complete the application form.

Once you have completed the application form, you should check that you have

* completed all mandatory fields highlighted in YELLOW
* provided all the addresses where you have lived in the last 5 years. If you are or have recently been a student, this must include your student accommodation (further guidance is available on the website www.direct.gov.uk). If you need to use continuation sheets, only the CRB continuation sheets should be used, copies of which are available on the website
* signed the declaration in section e

**Proving your Identity**

You should take the completed application form to the countersignatory identified along with **original** documents required to confirm your identity.

**What identity documents can be used?**

The CRB has produced guidance on the type and range of identity documents that must be provided, to validate your identity - see [www.direct.gov.uk](http://www.direct.gov.uk). These documents are divided into two groups: Group 1 and Group 2. The number of documents from each group that needs to be provided is detailed below.

If you have insufficient identity documents, please contact the CRB Information Line on 0870 90 90 811 for further guidance.

## How many documents do you need to produce?

* At least 3 documents must be seen. One document from Group 1 plus any two from Groups 1 or 2.
* At least one document must confirm your **current name**, as recorded in section a of the CRB application form. 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, acceptable time periods for particular types of document are set out by the CRB further details of which can be found on the website
* If you cannot produce one document from Group 1, you must produce five documents from Group 2.

### List of valid Identity Documents

#### Group 1

* Passport
* UK or EU National Identity Card
* Identity Card for Foreign Nationals (ICFN)
* Driving Licence (UK) (Full or provisional)  
  -England/ Wales/ Scotland/Northern Ireland/Isle of Man /Jersey; either photo card 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 – full or short form acceptable 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

* Marriage/Civil Partnership Certificate
* Birth Certificate
* Financial Statement - e.g. pension, endowment, ISA
* Vehicle Registration Document (Document V5 old style and V5C new style only)
* P45/P60 Statement (UK)
* Bank/Building Society Statement
* Mail Order Catalogue Statement
* Court Claim Form (UK)
* Documentation issued by Court Services
* Utility Bill - electricity, gas, water, telephone – including mobile phone contract/bill
* Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
* TV Licence
* Addressed Payslip
* Credit Card Statement
* National Insurance Card (UK)
* Store Card Statement
* NHS Card (UK)
* Mortgage Statement
* Benefit Statement - e.g. Child Allowance, Pension
* Insurance Certificate
* Certificate of British Nationality  (UK)
* Council Tax Statement  (UK)
* Work Permit/Visa  (UK)
* A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK): e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
* 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 Travel (CIT) - Brown (Formerly Certificate of Identity); Application Registration Card (ARC); Immigration Status Document (ISD); Certificate of British Nationality (UK)

Further advice on completing the application form is available on the Government website:

[www.direct.gov.uk](http://www.direct.gov.uk).

April 2011