

Guidance Notes for the completion of the CRB form (England and Wales).

Please read these notes carefully, as incorrectly completed CRB applications will be returned to the District. This will hinder the CRB Disclosure and delay the valuable aid of an Applicant to your Group or District. The Association recommends that the CRB application form should be completed with the help of a relevant member of local Scouting.

General Advice.

- You **MUST** use **BLOCK CAPITALS** and **BLACK** ink - any other colour, blue included, will not be acceptable to the CRB who are rigidly enforcing this rule. We must return forms that fail to comply as the CRB will reject them.
- **DO NOT** cross anything out on the form. If something does not apply, leave it blank.
- Where required, enter an "X" in the appropriate box, **not a tick**.
- **DO NOT** send completed CRB Application Forms direct to the CRB at Liverpool! **They must all go to Scout HQ (see address below) via the District** for scrutiny, checking against HQ confidential index, and for countersigning.
- Please comply with the "watermark" formats for any boxes requiring dates.

Section A - Applicant's details.

Please ensure all items are completed, especially lines 9 - 12.

Ensure that all middle names on identity documents are entered in Section A. Our experience is that applicants will attempt to deceive the CRB by this method in an attempt to avoid a Disclosure with a criminal conviction. Additionally, please ensure that all dates of birth in **Section A** match that recorded in **Section X**.

Section B - Details of position for which Disclosure is being requested

This has already been completed for you and **MUST NOT** be altered. **DO NOT** amend or delete anything.

Section C - Additional personal details.

An applicant **MUST** enter all former birth/maiden surnames and forenames where applicable, especially if an "X" is entered in the "Mrs" or "Ms" fields. Additionally, a **married woman** or a "Ms" who has retained her birth surname **MUST** enter that surname in Line 20 (*surname at birth*), despite the fact that the forms states, "if different".

Section D - Previous addresses

Applicants **MUST** reveal all home addresses for the last **5 years - a minimum of 60 months**. Dates between different addresses must abut, thereby omitting periods of apparent homelessness. Use a continuation sheet, if necessary.

Sections E & F - Additional Information and Referee details, respectively.

The CRB have notified HQ in a letter dated 8 January 2003 that both these Sections are now redundant. Please advise all applicants that they are to simply leave these Sections blank – do not score them through.

Section G - Payment.

Leave this section blank. The Scout Association as a Voluntary Sector Registered Body is exempt from payment.

Section H - Applicant declaration and consent.

An applicant **MUST** enter an "X" at line 66, and also in the box at line 67 if a continuation sheet has been used in either of Sections C or D. An applicant's signature is voluntary in the lower box at line 69. However, please persuade applicants to sign this box as the absence of a signature may cause delays and will necessitate the production of up to 7 identity documents. (Please see the flow chart on Page 1 of the new purple CRB Guidance Booklet issued in Feb 2003)

Section X - Checking the identity of an Applicant.

Provided the lower box is signed at Section H, the minimum requirement is that the checker **MUST** record the details of one Group 1 Identity Document. These include: a current PASSPORT (any nationality); **or** a current UK DRIVING LICENCE (paper or photo); **or** a UK BIRTH CERTIFICATE (provided it was issued within 12 months of birth); **or** a current EU NATIONAL IDENTITY CARD*; **or** a current UK FIREARMS CERTIFICATE*. **If an applicant possesses none of the above documents, please see the flow chart on Page 1 of the new purple CRB Guidance Booklet issued in Feb 2003.** In addition to the Group 1 document, it is vital that the checker also confirms the applicant's home address by inspecting 2 further documents, e.g. a gas bill **and** a bank statement. The checker, by inserting an "X" at line 15 **AND** printing his/her name at line 16, satisfies this condition.

N.B. Ensure that documentary dates of birth and all documentary middle names match the entries in Section A.

To prevent collusion, HQ advises that checkers must not be related to, or close associates of the applicant.

* Enter the details of these documents on a separate piece of paper, as there are no specific boxes for them in Section X.

Sections Y & Z - Statement by Registered Person and Official Use Only, respectively.

Please **DO NOT** sign or enter anything in either of these Sections which are solely for HQ and CRB use, respectively.

And finally, the CRB Returns Form (TSA08)

The District **MUST** complete and enclose with each bundle of CRB applications a completed **CRB Returns Form** which can accommodate the referencing of up to ten CRB Application Forms. **N.B. In the absence of either a Returns Form or the name and address of a "returns person" on the back of that form, HQ will reject the application and return it to the applicant.** The returns person should be normally the District Secretary or the Appointments Secretary. Upon completion of HQ's internal checking procedures, the Returns Form will be endorsed and despatched to the returns person at the address supplied. A Group or District **MAY NOT** commence using adults in A SUPERVISED ROLE until notification has been received on a Returns Form marked, "NOTHING KNOWN". However, applicants must be advised that this preliminary clearance is subject to a satisfactory CRB disclosure that will ordinarily take up to 6 weeks to complete. **N.B. Never send applications direct to the CRB!**

Completed CRB Application Form(s) and their accompanying Returns Form (TSA08) must be sent to:-
The Scout Association, Records Department, FREEPOST SW205, London E4 7BR.

Issue: Mar 2003 v7