

Completing the CRB Disclosure Application Form

The CRB/ISA application form was designed before the Home Secretary announced (in June 2010) the halting of ISA Registration. **It is important that you follow these guidance notes, which are a partial revision of the instructions printed on the CRB/ISA form, made in the light of the Home Secretary's announcement.**

Please note:

- Use black ink throughout and write clearly in BLOCK CAPITALS only.
- Use only one letter or number for each box.
- To correct a mistake on the form put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.
- Leave an empty box between words, but not between postcodes or telephone numbers.
- Mark choices in the boxes indicated with a cross [X], not a tick.
- Don't place any stamps or stickers on the form.
- Don't strike out a section of the form or state a field is not applicable. If it is not relevant to the application then leave it blank.
- Don't staple any attachments to the form.
- Don't use a correction fluid such as tippex.

Instructions for Applicants

- Please complete sections a, b, c and e as fully as possible.
- Mandatory fields are highlighted in yellow.

Section a

Line 28 - '*Do you have an ISA registration number*' is no longer a mandatory field and can be omitted.

Section d

The whole of the section entitled '*apply for registration with ISA*' can be omitted - you should not complete this section until further notice.

Please return your CRB Disclosure Application form to our Parish Child Protection Representative, Lynda Hanks. In a short while Jo Moffatt (Parish "Verifier") will be in touch to arrange to check your ID documents.

Documents should normally include one item of photographic evidence such as a current passport or new-style UK driving licence, and two items of address-related evidence such as a utility bill or a bank, credit card or mortgage statement that contains your name and address. If you have changed your name by deed poll, marriage, adoption or statutory declaration, the appropriate evidence should be provided. You will also need to provide your birth certificate.

In about a month you will receive your clearance directly from the CRB.

If you have any further questions about the process please contact our Parish Child Protection Representative, Lynda Hanks on 0118-947-7675.