

## CRB APPLICATIONS- GUIDANCE NOTES FOR APPLICANTS

### READ THE INSTRUCTIONS!

Please don't assume that you know how to complete the form without consulting the guidance- the CRB has strict rules for completion. The CRB will reject forms that are not completed correctly which will significantly increase the time it takes to process your application.

### BEFORE YOU START

- Use **BLACK INK**
- Use **CAPITAL LETTERS**
- You **MUST** complete questions marked in **YELLOW**
- Mark through mistakes with a line and write the correction to the right if there are sufficient boxes free. Otherwise use a continuation sheet. These can be obtained at [www.crb.homeoffice.gov.uk/continuation](http://www.crb.homeoffice.gov.uk/continuation)
- Use **X** to mark your choices
- Leave sections blank if they do not relate to you
- Make sure that you take the required original identity documents to your club/county secretary so that they may check them

**ONLY COMPLETE THE FOLLOWING SECTIONS:  
A, B, C, E and lines x60, x61, x62**

**If you have any queries about completion of the form or the application process, please call 0121 456 2088**

Additional guidance on completion of the form may be found at [www.crb.homeoffice.gov.uk](http://www.crb.homeoffice.gov.uk)

**DO NOT SEND THE COMPLETED FORM BACK TO THE CRB. PLEASE RETURN THE FORM, MARKED PRIVATE AND CONFIDENTIAL TO:**

**CRB Applications, EWGA, 11 Highfield Road, Edgbaston, Birmingham B15 3EB**

### IDENTITY DOCUMENTS

Identity documents must be checked, and recorded on the CRB application form and the separate Documentary Evidence Sheet by your club/county secretary.

Alternatively, as a last resort, the documents may be sent **BY REGISTERED MAIL**, and marked "Private and Confidential" to:

**CRB Applications, EWGA, 11 Highfield Road, Edgbaston, Birmingham B15 3EB**

The documents will be returned by registered mail to you as soon as possible.

The following evidence may be used:

<b>OPTION 1 (preferred)</b>	<b>2 ITEMS FROM GROUP A &amp; 1 FROM GROUP B</b>
<b>OPTION 2</b>	<b>1 ITEM FROM GROUP A AND 2 FROM GROUP B</b>
<b>OPTION 3</b>	<b>5 ITEMS FROM GROUP B</b>

Option 3 may only be used if the applicant does not have any Group A evidence.

GROUP A	GROUP B
<ul style="list-style-type: none"> <li>• Valid current passport- if you hold a passport, you <b>must</b> provide this</li> <li>• UK driving licence- if you hold a driving licence, you <b>must</b> provide this</li> <li>• Original birth certificate</li> <li>• Valid photo identity card (issued in EU countries)</li> <li>• HM Forces ID card (UK)</li> </ul>	<ul style="list-style-type: none"> <li>• Marriage certificate</li> <li>• P45/ P60</li> <li>• Bank or building society statement</li> <li>• Current utility bill</li> <li>• Valid TV licence</li> <li>• Current credit card statement</li> <li>• Mortgage statement</li> <li>• Vehicle registration document</li> <li>• Court summons</li> <li>• NHS card/ National Insurance Card</li> </ul>

### COMPLETING THE FORM

#### Section A

- a3** Make sure you enter details of all your first names, even if you do not use these regularly.
- a4** Cross in the “yes” box if you have ever been known by any other surnames or first names and enter these other names in the relevant lines a5 to a13 as appropriate. You must provide the dates you used these names.
- a18/ a19** It is not compulsory that you complete these lines, but it may enable the CRB to contact you in the event that the form is incorrectly completed and therefore prevent delays.
- a20/a21** If you have a national insurance number, you must provide it in a21.
- a22/a23** If you have a valid UK driving licence, you must record the number in a23 and take the licence to the person checking your identity documents.
- a24-a27** If you have a valid UK passport, you must record the details in a25-a27 and take the passport to the person checking your identity documents.
- a28/a29** DO NOT COMPLETE THESE SECTIONS
- a30/a31** DO NOT COMPLETE THESE SECTIONS

#### Sections B and C

You must provide ALL addresses for the past 5 years, including the dates you lived at each address. Make sure there are no gaps in dates between addresses. You may need a Continuation Sheet, which can be obtained at [www.crb.homeoffice.gov.uk/continuation](http://www.crb.homeoffice.gov.uk/continuation).

#### Section D- IMPORTANT

**d50-54** DO NOT COMPLETE THESE SECTIONS

### Section E

- e55 Here you declare whether you have ever been convicted of a criminal offence, or have received a caution, reprimand or warning.
- e56 Your signature here confirms that the information you have provided throughout the form is complete and true.

### Section W - Do not complete this section

#### Section X Only complete x60, x61 and x62.

- x60 Tick the "yes" box.
- x61 Provide a description or title of the job/role you will be working in/volunteering in. "Volunteer" is not sufficient as it does not explain the nature of the role. Junior Organiser, Welfare Officer, Secretary/Manager or Junior Section Helper are all examples of a more descriptive job title.
- X67 "New Post Holder"- Someone who already works/volunteers for the club/county, but is new to working with children or someone new to the club/county/etc and whose role involves working with children  
"Existing Post Holder"- Someone who has not changed roles, but who has not already been checked with the CRB  
"Existing Post Holder who is being re-checked"- Someone who has not changed roles but has been previously checked with the CRB.

### Section Y- Do not complete this section.

### Section Z - Do not complete this section.

#### PAYING THE CORRECT FEE

Volunteers do not pay a fee for CRB disclosures.  
Paid staff must pay £36. Cheques should be made payable to EWGA.

## TO COMPLETE THE APPLICATION

Check- have you:	✓
Completed the form in <b>BLACK INK</b> ?	
Completed all the sections highlighted in <b>YELLOW</b> ?	
Provided a <b>COMPLETE</b> address history for the last 5 years without gaps?	
Signed and dated the form in Section E?	
Provided your secretary/manager with your identity documents for checking, and have they recorded the details of the documents?	
Noted your application form reference number.	
The envelope returning the form to EWGA should include:	✓
A completed CRB application form	
The completed self-declaration form	
A cheque made payable to EWGA if you are not a volunteer. For the correct fee of £36.00.	
The documentary evidence sheet completed by your secretary/manager	

The EWGA, as the registered body for golf in England, will use the information provided by the CRB and additional information, where this is available, to make an assessment of your suitability to work with children or vulnerable adults, and will share the outcome of this process with the organisation you have named in line x62 of the form.

In exceptional circumstances, where the outcome of the assessment process suggests that there is a significant risk to children or vulnerable adults, the information will be shared with statutory agencies or other organisations that may help address this risk.