

**CRB APPLICATIONS  
GUIDANCE NOTES FOR IDENTITY DOCUMENT VERIFIERS**

The applicant has been asked to obtain a CRB disclosure by their county, club or another golfing organisation.

The applicant must provide a certain number and type of documents to confirm their identity. Golf club and county secretary/managers are able to fulfil this checking role for the EWGA. This prevents the need to send important documents through the post to the EWGA offices, and should help speed up the application process.

Please consult these guidelines to ensure that the process of checking the relevant documents complies with the CRB's procedures to prevent the return of incorrectly completed forms.

**IDENTITY DOCUMENTS**

The following evidence may be used:

- OPTION 1 (preferred)**      2 items from Group A and 1 from Group B  
**OPTION 2**                      1 items from Group A and 2 from Group B  
**OPTION 3**                      5 items from Group 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 must provide this</li> <li>• UK driving licence- if you hold a driving licence, you must 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>

- Ensure that the applicant provides original documents
- Ensure that if the applicant possesses a valid passport and UK driving licence, these are used to confirm their identity
- Ensure that the applicant provides their National Insurance Number in a23

Record the details of the UK driving licence and passport in lines a22-a27, unless the applicant has done this already. If so, check the details in lines a22-a27 for accuracy.

On Page 2 in Section a, there is a box headed "registered body use only". Please place an X in each case for the following:

**"a1-a3 verified"**      By crossing this box, you confirm that the title, surname and forename provided by the applicant in a1-13 are confirmed by at least one of the identity documents provided.

- “a14 verified”** By crossing this box, you confirm that the date of birth given by the applicant in a14 is confirmed by one of the identity documents provided.
- “a21 verified”** If a21 has been left blank, then do not cross this box.
- “a23 verified”** If a23 has been left blank, then do not cross this box. By entering a cross, you are confirming that the driving licence number in a23 is that which appears in the original UK driving licence that you have seen.
- “a25 verified”** If a25 has been left blank, then do not cross this box. By entering a cross, you are confirming that the details entered in lines a25-a27 are the same as those in the original passport that you have seen.

On Page 3 in Section b, there is a box headed “registered body use only” . Please place an X for the following:

**“Current address verified”** Check the address given in lines b32-b35 is confirmed in the identity documents provided by the applicant.

**Complete Lines w58 and w59 in Section W.**

**This section is only for you to complete, as verifier of the identity documents. YOU DO NOT SIGN THE APPLICATION FORM, BUT SIMPLY PROVIDE YOUR NAME.**

<b>Check-</b>	✓
Has the form been completed in <b>BLACK INK</b> ?	
Have all sections highlighted in <b>YELLOW</b> been completed?	
Has the applicant provided a <b>COMPLETE</b> address history for the last 5 years without gaps?	
Has the applicant signed and dated the form in Section E?	
Have you recorded the details of the identity documents on the Application Form and on the Documentary Evidence Sheet?	
Have you noted the application form reference number?	
<b>The envelope returning the form to EWGA should include:</b>	✓
A completed CRB application form	
The completed self-declaration form	
A cheque made payable to EWGA if the applicant is not a volunteer. For the correct fee see the guidance notes for applicants.	
The documentary evidence sheet	

**IF YOU HAVE ANY QUERIES, PLEASE CALL EWGA ON 0121 456 2088**