



## CRB APPLICATION FORM

**When completing the new forms, could you ensure that you complete Section W - Evidence of identity, and Section X 60, 61, 62 66, 67 68.**

**The areas on the new form to confirm you have checked the applicants' identity are contained in boxes headed 'registered body use only' please use these to check the relevant boxes when confirming the applicants identity.**

**It is extremely important to note the following when you are asking anyone to complete the new CRB application form:**

- Section A – Question 28 – ‘Do you have an ISA registration number? This is now NOT a mandatory field and should not be completed.
- SECTION D – ‘Apply for registration with the ISA’ DO NOT complete any part of this section until further notice. DO NOT CROSS THROUGH IT, simply leave it blank
- SECTION X – Question 61 – This section **MUST** contain the principal role details for the applicant, being as specific as you can about the position in question within the first 30 characters of this field.
  - The applicant **MUST** be eligible for a CRB check under the Rehabilitation of Offenders Act 1974 (ROA), Exceptions Order 1975 (which lists occupations, professions and positions considered to be exempt from the ROA which is designed to protect individuals from unnecessary disclosure of their spent conviction history.
  - For a position to be eligible for an Enhanced CRB check, it must also be a position listed in regulations made under the Police Act 1997;
  - It is an offence under Part V of the Police Act 1997 to knowingly request a CRB certificate where a position is not included in the Exceptions Order. A list of categories eligible for a CRB check are included on the CRB website [www.crb.homeoffice.gov.uk/eligibility](http://www.crb.homeoffice.gov.uk/eligibility)
- SECTION X – Questions 64 and 65 – ‘Are you entitled to know whether the applicant is registered to work with children / vulnerable adults?’ You should continue to answer YES or NO according to whether you require a check of the relevant ISA barred lists as part of an Enhanced CRB check.
- **Section Y – PLEASE LEAVE THIS SECTION BLANK**