

CRIMINAL RECORD BUREAU (CRB) APPLICATIONS

A GUIDE FOR APPLICANTS AND EVIDENCE CHECKERS IN ENGLAND & WALES (to be read in conjunction with the CRB guidance)

Applying for a CRB for the first time, the stages you need to follow are: -

Stage 1 Telephone the CRB on 0870 909 0844 and ask for an **ENHANCED** level disclosure. You will be asked for information including –

- Your name, address, time at address, date of birth and other individual information
- The Registered Body requiring you to make the application – **UK Athletics Ltd**
- The Registered Body number – **22525500000**

You may be asked about payment – if you coach or help within a club or you are not paid during the time you coach please tell them you are a Volunteer and there will be no charge. If you are anything other you will be required to enclose a cheque for £36.00 payable to UKA.

UKA will not accept telephone requests for application forms.

Stage 2 If the application form has been sent from the CRB you will be sent a part pre printed form; please ensure details regarding your personal information (name and address) on the front of the application are correct. Check the details, and correct any errors **circle the correct entry**.

Complete all the mandatory fields highlighted in yellow in sections **A, B** and **E**. Remember to use **black ink and write in CAPITAL LETTERS**. **Forms sent from UKA** will be blank and you will need to complete the mandatory fields (highlighted in yellow) in sections **A, B** and **E** on the application form. Please also follow the instructions below. **Due to changes to the ISA you can ignore section D - Please cross No**

Under no circumstances use correction fluid (tipex) on the CRB application form. The CRB will destroy your form as a result.

Stage 3 Hand your application form, your three methods of identification together with this guide to your club evidence checker. This will normally be your Club Chairman or Secretary whose details have been registered with UKA Welfare. Once they have completed **Stage 4** they will hand the application back to you so you can complete **Stage 5**.

If you are not attached to a club, please take your form and documents to one of the following: Doctor, Lecturer, Teacher, Solicitor, Lawyer, Police Officer or line manager (if employed).

Stage 4 **must be completed by the evidence checker [designated person at athletics club]**

Complete section W 58.

In order to complete section W59 you need to examine the documents produced and verify them against the entries at sections A 1-3, a14,a21,a23,and a25 putting a cross in the registered body use boxes . Check that at least one document shows the current address of the applicant as recorded at B32 and put a cross in the 'registered body use' current address verified box.

You also need to ensure that X60, 61, 62, 63, 67 and 68 are completed. The remainder of the form (including Section Y) is completed by UKA Welfare staff.

Either hand the form back to the applicant or move to Stage 5

Stage 5

The completed form should now be posted to **Athletics Welfare, PO Box 332, Sale, Manchester M33 6XL**. Please ensure you do not send any other documents such as Passport or Driving License with your application form.

Under no circumstances should application forms be sent directly to the CRB