

Completing a CRB Form

July 2010

FAW Welfare Cards

In conjunction with the CRB programme is the FAW Welfare Card scheme.

What is an FAW Welfare Card?

- An FAW Welfare card is issued to you as a demonstration of your compliance with the FAW CRB programme.

How do I apply for an FAW Welfare Card?

- Application forms for FAW Welfare Cards are distributed through the Welfare department at the FAW. They can be ordered at any time by calling **029 20 435862** or via email at **welfare@faw.co.uk**.

What sections of the application form need to be completed?

- Sections 1-3 of the blue application form need to be completed by the applicant.
- Section 4 of the application form is completed by the Welfare Officer.

Completing a CRB form

- This is a new CRB/ISA form. You will only need to answer questions in relation to CRB. Please ignore questions that relate to ISA.
- All sections must be completed in black ink ONLY. If any other colour is used, the form will be invalid.
- No tippex. If you make a mistake, put a line through it and continue to write next to it.
- In the sections you are not required to complete, do not cross through them, simply leave them blank.

What sections should I complete?

- Everything marked in YELLOW(except Section A. Q.28 & Section D, which both relate to ISA).
- Additional information where you are required to do so.
- Do not complete the back page (Sections W, X, Y & Z).

How to complete each section

- Section A – 1-4 must be completed & 14-17 must be completed. (Other fields, if applicable, should also be completed).

a applicant's details

1 title mr mrs miss ms other

2 surname S M I T H

3 forename(s) J O H N

4 have you ever been known by any other names? no yes f 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14 Use a continuation sheet if necessary, available from www.crb.gov.uk

4 date of birth 2 3 0 5 1 9 5 9

5 gender male female



Section A continued...

20, 22 & 24 must be completed. (other fields, if applicable, should also be completed.)

20	do you have a national insurance number?	no <input type="checkbox"/>	yes <input checked="" type="checkbox"/>	if 'yes' you must complete a21, if 'no' go to a22	
21	national insurance number	1 1 1 1 1 1 1 1 1 1			
22	do you hold a valid UK driving licence?	no <input type="checkbox"/>	yes <input checked="" type="checkbox"/>	if 'yes' you must complete a23, if 'no' go to a24	
23	driving licence number	J 0 H 1 2 3 4 5 6 S N 1 5 6 7 8 9 0			
24	do you hold a valid passport?	no <input type="checkbox"/>	yes <input checked="" type="checkbox"/>	if 'yes' you must complete a25, a26, and a27, if 'no' go to a28	
25	passport number	2 2 3 3 4 4 5 5 6 6 7 7			
26	nationality	B R I T I S H			
27	country of issue	U N I T E D K I N G D O M			

registered body use only

a1-a3 verified

a14 verified

a21 verified

a23 verified

a25 verified

Section B - Complete all fields with your current address.

b current address

Please give details of your current address.
This is the address to which all correspondence will be sent.

32 address THE STREET
THE PLACE
CARDIFF
CF1 1AA 36 country WALES
37 at address since 022001

registered body use only

Section C – Please complete if you have lived at more than one address in the last 5 years.

c other addresses

You must provide all other addresses where you have lived in the last 5 years.
There must be no gaps in dates, however, overlapping dates are acceptable.
Use a continuation sheet if necessary, available from www.crb.gov.uk
If not applicable, go to section d.

current address verified?

38 address
39 town/city
40 county
41 UK postcode
42 country
43 dates from and to MM/YYYYY MM/YYYYY

Providing identification

- To complete the form, you must present documents in their original format, so no photocopies.
- You must provide at least three documents.
- The documents must confirm the following:-
 - Your name
 - Your current Address
 - Your date of birth
 - Your signature

What can I provide?

- Documents are divided in to two clear groups referred to as Group 1 and Group 2.
- Your options are:-
 - 3 Group 1 documents
 - 2 Group 1 documents + 1 Group 2 document
 - 1 Group 1 document + 2 Group 2 documents
 - 5 Group 2 documents (must be 5 different sources of documents).

Group One documents are:-

- Valid passport
- UK driving licence
- Original birth certificate
- Valid photo identity card (EU countries only)
- UK firearms licence
- HM Forces ID Card

Group Two Documents are:-

If less than 12 months old

- Financial statement (e.g. pension, endowment ISA)
- P45/P60
- Court Claim form
- Mortgage statement
- British work permit/visa
- Court summons
- Benefit book- child or pension
- Valid TV licence
- Council Tax statement
- Work permit/visa

If less than 3 months old

- Mail order catalogue statement
- Bank or building soc statement-*not internet*
- Utility bill
- Addressed payslip
- Credit card statement
- Store card statement
- Doc from UK government or local authority – Benefits agency, Employment Service, Inland Rev

Checklist (For Match Officials Only)

- Please ensure you bring the CRB form to the countersigning event
- Please ensure you bring your identification documents to the countersigning event
- Please ensure your documents are originals
- Please bring two passport sized photographs to the countersigning event.