

Completing a new CRB Form:
Guidance notes for Welfare Officers

July 2010

Registering with the WCVA

- In order to become part of the CRB programme, you firstly need to make sure you are registered, and affiliated to your club through the WCVA.
- To do this, you need to ring the WCVA on 08000197391 and ask for an advice pack. You will need to quote the reference RG-CF-41-63 to inform the WCVA that you are a registered club.
- The WCVA will send out an advice pack which includes an Identification Verifier Form, which you need to complete and send back.
- Once the WCVA have received the form they will send out an email to the applicant confirming they are in receipt of it.
- Applicants are then free to complete the CRB forms that will be distributed through their club.

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.

Guide to completing a CRB form

- This is a new CRB/ISA form. Applicants will only need to answer questions in relation to CRB. Questions relating to ISA should be ignored.
- All sections must be completed in black ink ONLY. If any other colour is used, the form will be invalid.
- No tippex. If a mistake is made then a line should be put through it and the applicant should continue to write next to it.
- In the sections that the applicant is not required to fill in, they should not cross through them. Instead, they should be left blank.

What Sections should be completed by the applicant?

- EVERYTHING marked in YELLOW (except Section A Q.28 & Section D, which both relate to ISA).

28. do you have an ISA registration number? no yes If 'yes' you must complete a29, if 'no' go to a30

29. ISA registration number

30. do you have a Scottish vetting & barring number? no yes If 'yes' you must complete a31, if 'no' go to section b

31. Scottish vetting & barring number

d apply for registration with ISA

50. are you applying for registration with ISA? no yes If 'yes' you must complete d51, d52, d53 and d54, as appropriate, if 'no' go to section e.

Independent Safeguarding Authority

- Additional information where the applicant is required to do so.

For Example:

C other addresses

38. address

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?

Identification Requirements for Applicants

- To complete the form, applicants must present documents in their ORIGINAL format, so no photocopies.
- Applicants must provide at least THREE documents.
- The documents must confirm the following:-
 - Applicant's name
 - Applicant's current address
 - Applicant's date of birth
 - Applicant's signature

What can applicants provide?

- Documents are divided in to two clear groups referred to as Group 1 and Group 2.
- The 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 1 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 2 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

What sections should be completed by the Welfare Officer?

- Sections **W & X** on the back page of the CRB application form are to be filled out by the Welfare Officer with the relevant information:

Sections W, X and Y for Registered Body use only Form Ref: F0055443480

For help and assistance in completing this page please follow CRB guidance on the website: www.crb.gov.uk
Complete all sections marked in **RED**. If you do not, this form will be returned unprocessed and this will delay this application.

W evidence of identity

58 name of evidence checker: A L L I S C H S O M E S

59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no yes

X apply for a CRB check

60 is the applicant applying for a CRB check? no yes If 'yes' you must complete x61 - x68 as appropriate, if 'no' go to section y

61 position applied for: C R B C A N C E

62 organisation name: H O U S E C R E W N A M E

63 level of CRB check: Please use one box only: standard enhanced If crossed go to x64

64 are you entitled to know whether the applicant is registered to work with children? no yes

CRB Criminal Records Bureau

- Sections **Y & Z** are completed by a countersignatory upon your return of the CRB forms.

Y statement by registered person same as for question 453, if completed

69 registered body number: 2 0 6 8 6 9 0 0 0 0 3

70 countersignatory number: 2 0 6 8 6 9

71 do you have payment on account? no yes Please enclose payment if required

72 declaration by registered person

I confirm that the requisite documentation and information has been supplied and checked in accordance with CRB guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a CRB check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

Signature of registered person (please sign within the box provided)

73 date of countersignature: 2 0 1 1 0 3

Z CRB use only

74 payment type received: cheque postal order multipayment voucher

•As well as completing the relevant sections on the back page, the **‘registered body use only’** boxes also need to be completed by the Welfare Officer when checking the identification of the applicants.

15 gender male female

16 place of birth (town?) K A R D I F F

17 place of birth (country?) W A L E S

18 email address J O H N S M I T H @ W O T M A I L . C O . U K

19 contact telephone number 0 2 9 2 0 2 2 2 3 3 3

20 do you have a national insurance number? no yes 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 yes If 'yes' you must complete a23, if 'no' go to a24

23 driving licence number A A H 1 2 3 4 5 6 5 M 1 5 6 7 8 9 0

24 do you hold a valid passport? no yes 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

registered body use only

a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input checked="" type="checkbox"/>
a21 verified	<input checked="" type="checkbox"/>
a23 verified	<input checked="" type="checkbox"/>
a25 verified	<input checked="" type="checkbox"/>

These boxes must be crossed when the evidence is supplied. E.g. If the applicant has filled in their passport number and you have seen the documentation to confirm the passport information, then box a25 must be crossed.



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

32 address 1 1 1 T H E S T R E E T

33 town/city T H E P L A C E

34 county C A R D I F F

35 UK postcode C F 1 1 A A 36 country W A L E S

37 at address since 0 2 2 0 0 1

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.

registered body use only

current address verified?	<input checked="" type="checkbox"/>
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Once you have seen evidence provided by the applicant confirming their current address (bank statement, utility bill etc.) you must then cross this box.



Checklist for Welfare Officers

- Please ensure all fields in YELLOW are completed in black ink.
- Please ensure the applicant has supplied a complete address history if they have not lived at their current address for more than 5 years.
- Please ensure the evidence provided is relevant and noted down on the 'Identification Evidence Sheet' and marked on the CRB application form.