

Completing the application form for your Criminal Records Bureau check

For alternative formats, email contactcentre@sra.org.uk or telephone 0870 606 2555.

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Please note that you must not send original documents to the SRA as we cannot accept responsibility for documents which are lost in transit. These documents are only to be presented to your nominated evidence checker.

Completing your application form for your Criminal Records Bureau (CRB) check

1. General guidance

- **Do not send any original documents to the Solicitors Regulation Authority (SRA).** The documents are to be verified by your nominated evidence checker.
- Please ensure you have read this guidance and further guidance available on the CRB website at <http://www.crb.homeoffice.gov.uk/eguide>
- Write clearly in CAPITAL LETTERS using black ink and place only one letter or number in each box. Leave a blank box as a space between words.
- If any of the fields are not relevant to your particular application, please leave them blank. Do not strike through any sections or state that a field is 'not applicable' or 'N/A.'
- Do not write anything outside the boxes on any part of the form, including the front page.
- Do not place any stickers or stamps on the form, for example address labels.
- Do not use correction fluid.
- If you make a mistake when choosing one of the 'X' boxes, place a cross in the correct box and circle it.
- If you make a mistake when writing in your details, put a line through the mistake and, if enough empty boxes remain in that field, write the correct information starting in the next available text box to the right. If there is not enough space, you must include the information instead on an official continuation sheet. Continuation sheets are available from the CRB website at <http://www.crb.homeoffice.gov.uk/continuation>
- If using a continuation sheet, include the application reference number, which can be found on the top right hand corner of the front page of the form, along with your name and date of birth to ensure it can be matched to your form.
- As an applicant, you must complete the mandatory information (highlighted in yellow) - sections a, b, c, d and e and all other fields that are relevant to your application.
- If you answer 'yes' to any of the mandatory fields marked in yellow, you must complete the further details requested. Please be aware that, if any required information is missing, your form will be rejected and your application delayed.
- If the form is not complete, your application will be delayed.
- The SRA do not accept CRB disclosures from other organisations, e.g. - a school or governing body.

Proving your identity

The application form states that Sections W and X are for Registered Body use only. The SRA has delegated the responsibility of verifying the applicant's identity and documentation to authorised agents, known as evidence checkers. Therefore, where Sections W and X state they are for Registered Body use only, they must be completed by the evidence checker. **To clarify, please do not complete Section Y.**

Your evidence checker must be an admitted solicitor of England & Wales or a barrister called to the Bar in England & Wales.

2. Completing the form

Section A – Applicant’s details

Section A requires you, the applicant, to record your full name, gender, date and place of birth and other information relating to your personal documentation. Your evidence checker must verify that they have seen the required documents, as detailed in the application form.

- If your title is not listed, write your title in the space provided.
- If you cross the ‘Mrs’ title, you will need to advise of your maiden name later in the form as your ‘other name.’
- If you have not been married but prefer to use the title Ms, please provide an additional sheet explaining that you have never been married and simply prefer the prefix Ms to Mrs or Miss.
- Include your full name, including your surname and all your forenames, even if they are not used regularly.
- You must tell us if you have ever been known by any other names. This could be through marriage, civil partnership, deed poll or for any other reason.
- At A15, if you are a transgender applicant, you should contact the CRB Transgender Line on 0151 676 1452 or email crbsensitive@crb.gsi.gov.uk for further advice.
- When providing your place of birth, the town and country you provide must match those details on your birth or adoption certificate.

You must provide the original documentation to your nominated evidence checker who will verify the details entered onto the application form, with the documents.

The evidence checker should read part 4 of this guidance, prior to completing the form.

Section B – Current address

Sections B and C of the application form ask you for details of your address history for the previous five years. Please ensure that you complete the ‘Country’ field for all addresses. Failure to complete this part of your address will cause your form to be sent back from CRB, thus delaying your application.

Please provide the address you are currently living at, in Section B. If, when completing your address history, you have been one of the below in the last five years, please see the CRB e-guide for further information.

- A student
- Working away from home
- A frequent traveller
- Living on a canal boat, cruise ship or merchant vessel
- Of no fixed abode
- A member of HM Armed Forces
- Overseas
- Living in a refuge or sheltered accommodation

Section C – Other addresses

If you have not lived at the address entered in Section B for at least five years, you must provide all the other addresses you have lived at in the five years preceding the date you complete the application form. Please use a continuation sheet.

If there is a gap in your address history, this will prevent your application form being processed.

Please ensure the dates are accurate and there are no gaps in time, unless intentional. For example; if you lived at an address from 20 March 2006 and moved to a new address on 15 April 2008 until 1 May 2009, your dates should be;

03 2006 – 04 2008 and 04 2008 - 05 2009.

If you are having difficulty completing your address history, please contact the CRB on 0870 9090 811.

Section D- Apply for Registration with ISA

Please cross 'NO' at line 50. This section is not applicable to your application. Proceed to section E.

Section E- Declaration by the applicant

Once you have completed all parts of Sections A, B, C and D that are required for your application, you must complete Section E before referring your form to your nominated evidence checker.

Section W- Evidence of identity

When your nominated evidence checker has had sight of the required documents and verified your identity as per Sections A and B, they should complete Section W. The SRA will verify that the individual is a solicitor or barrister and you may be contacted for further information regarding your identity checker prior to your application being processed.

Section X – Apply for a CRB check

Your nominated evidence checker must complete Section X.

The 'position applied for' is Solicitor of England and Wales and the 'organisation name' is the firm at which the applicant will be working. The level of CRB check is 'standard' on line 63 and the applicant should be considered as a 'new post holder' on line 67.

If the applicant does not have a post at a firm, they must enter the following details for organisation:

Solicitors Regulation Authority
Ipsley Court
Berrington Close
Redditch
B98 0TD

Section Y – Statement by a registered person

Please leave Section Y blank. This will be completed by the SRA, prior to forwarding your form to the CRB. If your evidence checker signs in the box provided, your form is likely to be rejected which will cause delay to your application. This box must be left blank for a countersignatory within the SRA to sign.

Section Z – CRB use only

Please leave Section Z blank. This will be completed by the CRB, once they have processed your application.

3. What happens next?

Before you return the form to the SRA, please ensure you have:

Applicant

- Completed the mandatory fields highlighted in yellow
- Provided all the addresses where you have lived in the last 5 years
- Signed the declaration in Section E

Evidence Checker

- Evidence checker has completed boxes in Sections A and B and has completed Sections W and X.
- Evidence checker has completed the “Criminal Records Bureau Identity Verification” sheet.

Once you have completed your application form and your evidence checker has confirmed the required details, make a note of the form reference number. This will allow you to track your form on the CRB website: <https://secure.crbonline.gov.uk/enquiry/enquirysearch.do>
You should then return the completed application form including the fee of £42, to:

DX 19114 REDDITCH

or

Solicitors Regulation Authority
Ipsley Court
Berrington Close
Redditch
B98 0TD

The fee can be paid via cheque or using a Methods of Payment form. Cheques should be made payable to **The Law Society**.

Your application will not be processed until cleared funds have been received.

4. Guidance for the nominated evidence checker

Responsibilities of the nominated evidence checker

It is essential that the identity of the applicant is verified beyond doubt in order to ensure that names can be matched with criminal records and police records. The evidence checker must correctly complete Sections W and X. They must also verify the documents as applicable in Sections A and B.

Sections w, x and y for Registered Body use only Form Ref

For help and assistance in completing this page please follow CRB guidance on the website - www.crb.gov.uk
Complete all sections marked in **BLUE** - 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

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

CRB
Criminal Records Bureau

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

62 organisation name

63 level of CRB check Please cross one box only standard If crossed go to x67 enhanced If crossed go to x64

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

65 are you entitled to know whether the applicant is registered to work with vulnerable adults? no yes

66 does this position involve working with children or vulnerable adults at the applicant's home address? no yes

67 application type application is for a new post holder
application is for an existing post holder
application is for an existing post holder who is being re-checked

68 is this application for a free of charge volunteer? no yes By placing a cross in the yes box, you confirm that the post meets the CRB definition for a free of charge volunteer application. Please note that CRB may recover the application fee if this box is marked in error and that this could result in the cancellation of your CRB registration. The answer to this question must be the same as for question d53, if completed.

They must also complete the "Criminal Records Bureau Identity Verification" enclosure.

The identity checker **must verify**:

- 1 document from Group 1 and an additional 2 documents from either Group 1 or 2 (total 3 documents)

OR

- 5 documents from Group 2 (total 5 documents)

The evidence checker must complete the Criminal Records Bureau Identity Verification enclosure and this must be returned with the application form.

Sections W and X are to be completed by the nominated evidence checker

By completing the form, you are confirming that;

- At least one document confirms the applicant's **current name** as recorded in Section A.
- At least one document confirms the applicant's **date of birth** as recorded in Section A.
- At least one document, no older than 3 months, confirms the applicant's **current address** as recorded in Section B.

The full list of acceptable ID documents is available from www.crb.homeoffice.gov.uk/id

Please ensure all documents are no more than three months old, with the exception of the below which must have been issued in the previous twelve months:

- P45/P60
- Child benefit book
- Financial statement, i.e.- pension, endowment, ISA
- Mortgage statement
- British work permit / visa
- Court summons

The evidence checker must also complete these boxes in Sections A and B.

The evidence checker must ensure the documents listed in Sections A and B are viewed and verified.

Original documents must not be sent to the SRA.

registered body use only	
a1-a3 verified	<input type="checkbox"/>
a14 verified	<input type="checkbox"/>
a21 verified	<input type="checkbox"/>
a23 verified	<input type="checkbox"/>
a25 verified	<input type="checkbox"/>

registered body use only	
current address verified?	<input type="checkbox"/>

5. Additional guidance for overseas applicants or applicants who have resided in a foreign country within the last 5 years

Please note that if you have lived overseas within the last 5 years you may also need to obtain a police check from that country. It does not matter in what capacity you have lived overseas - you may have been studying abroad, living and working abroad or simply staying with relatives at their residence. If you have resided overseas, you will be required to obtain a police check if it is detailed on the CRB website as follows;

http://www.crb.homeoffice.gov.uk/guidance/rb_guidance/overseas.aspx

If you have lived in one of the places identified by the CRB, you must also provide a disclosure from that country.

For example, if you have lived in Canada in the last 5 years, you must provide a check from the Royal Canadian Mounted Police. If you are unsure about where you must obtain a criminal records check from, please contact us before obtaining it as we will not accept checks from local police forces.

For further information please see the CRB website.

Please also note that if you do need to obtain a foreign police check, this may considerably delay your application.

The purpose of the CRB's additional guidance is to explain how an applicant must complete the disclosure application form where the five year address history contains non-UK addresses.

6. Useful links

Websites

SRA website: <http://www.sra.org.uk>

CRB website: <http://www.crb.org.uk>

CRB e-guide: <http://www.crb.homeoffice.gov.uk/eguide>

CRB for overseas applicants:

http://www.crb.homeoffice.gov.uk/guidance/rb_guidance/overseas.aspx

CRB ID documents: <http://www.crb.homeoffice.gov.uk/id>

CRB Continuation sheets : <http://www.crb.homeoffice.gov.uk/continuation>

Telephone numbers

SRA Contact Centre : 0870 606 2555

CRB Customer Services: 0870 909 0811 (for tracking your application)

For general information on your CRB application please telephone our Contact Centre on 0870 606 2555. Our lines are open 09.00 to 17.00, Monday to Friday. If you are calling from overseas please use +44 (0)1527 504450. Please note calls may be monitored/recorded for training purposes. Alternatively you may contact us via email at contactcentre@sra.org.uk

7. Frequently asked questions (FAQs)

If you have a query regarding your CRB application, please read through these FAQs prior to contacting the SRA.

I have lived in England, Wales, Northern Ireland, Scotland or the Isle of Man within the past 5 years

You are required to obtain a standard CRB check via the Solicitors Regulation Authority. If you are in a registered training contract a form will be sent to you 3 months prior to the end date of your training contract. If you are a registered European lawyer, are applying for admission having satisfied the Qualified Lawyers Transfer Regulations or if you are applying for approval to become a non-lawyer manager you should telephone the Contact Centre for an application form.

I have lived outside England, Wales, Northern Ireland, Scotland or the Isle of Man within the past 5 years

The check is based on your residency for the previous 5 years. Details of which countries you will be required to obtain a disclosure from can be found on the website: <http://www.crb.gov.uk/overseas> In addition, the SRA may contact your home countries representative in the United Kingdom where this is considered appropriate.

How long is my CRB disclosure valid for?

Your CRB disclosure is valid for 3 months. If you are applying for admission, your CRB must still be valid on the date you are admitted.

I have been studying abroad under the 'umbrella' of a University in the United Kingdom. Do I still need a CRB check for both countries?

Yes. Even though your studying has been under the header of a United Kingdom University, as you have lived abroad, you must provide a CRB disclosure from the appropriate country.

How long will it take the SRA to process my CRB application?

The service level for processing completed CRB applications is 30 days. If your form has been completed incorrectly, this will take longer.

Where do I send my completed application form?

Please send your completed application form to the SRA at the address provided in Section 2 of these guidance notes.

I have recently had a CRB check for another job application. Can I send this to the SRA?

No, the SRA cannot accept CRB disclosures which were produced for another organisation.

Who can be my nominated evidence checker?

The evidence checker must be a solicitor admitted in England & Wales or a barrister of England & Wales. The SRA will verify this information once your application form is returned. Please see Section 1 of these guidance notes. The solicitor does not have to hold a current practising certificate but must be currently admitted to the roll. If using a barrister as your evidence checker, they must have completed pupillage. They do not have to be practising currently.

Can my nominated evidence checker be a family member?

Your evidence checker must confirm your identity in a professional capacity. If they are family they must be aware that they are agreeing the documentation in their capacity as a solicitor or barrister, not as a family member.

I have been travelling. How do I complete my CRB application form?

Sections B and C of the application form ask you for details of your address history for the previous five years. The CRB e-guide provides further information and an extract from this guide is provided here: <http://www.crb.homeoffice.gov.uk/eguide>

We do not require details of your one or two-week annual holidays.

However, if you have spent long periods of time travelling around the UK or abroad in the last five years, we do require some details from you.

In all cases we require a full address in section b at which we can write to you. This address will be used by the CRB to send out your copy of the CRB disclosure once this has been printed. The only field that is not mandatory in section b is b34, the 'county' field.

If you were travelling abroad:

In section c you must write the word 'TRAVELLING' in the address field, supply the name of the country in which you were travelling in the 'country' field and the dates between which you were in that country in the 'dates from and to' fields. These should be provided using the month and year (MM/YYYY) format. Leave all other fields blank.

If you were travelling around the United Kingdom:

In section c you must write the word 'TRAVELLING' in the address field, provide the name of the county and write 'UNITED KINGDOM' in the country field. You must also provide the dates between which you were travelling in that area using the month and year (MM/YYYY) format.

There is space on the application form to record up to two additional addresses. Further addresses should be supplied on an official continuation sheet, which can be downloaded at <http://www.crb.homeoffice.gov.uk/continuation>