


Completing the **Disclosure Application** form for **England & Wales only**

This sheet contains instructions and guidance on how to fill in the Disclosure application form. A **SPECIMEN FORM** is attached, please read this carefully and use it to fill in the application form.

If you have any questions about completing the form, please contact:

 **BBUK Headquarters** on **01442 231 681** (Option 4)
(Open between 9am and 5pm weekdays)

 **CRB Helpline** on **0870 90 90 844**
(Open between 8.00am and 10.00pm weekdays and 10.00am and 6.00pm at weekends)

Information is also available on the following websites:

BBUK Website at www.boys-brigade.org.uk

Criminal Records Bureau Website at www.disclosure.gov.uk

⊗ **Do's & Don'ts** when completing the **application form**

Do's

- Use **BLACK INK** throughout and write clearly in **BLOCK CAPITALS**
- Use only **one letter** or **number** for each box
- Leave an **empty box** between words but **not** between postcodes or telephone numbers
- Mark choices in the boxes indicated with a **cross [X]**, not a tick
- Be sure to sign the declaration at Section H, item 68, keeping all of your **signature inside the box**

Don'ts

- **Do not write** over the edges of the **box**
- **Do not** place any stamps or stickers on the form i.e. Featuring addresses or dates
- **Do not** strike out a section on the form or state a field is not applicable. If it is not relevant to the application then please leave it blank
- **Do not** staple any attachments to the form
- **Do not** use correction fluid
- **Do not** complete sections E, F, G, Y, Z
- **Do not** return the form direct to the CRB

⊗ **Use of a continuation sheet**

- Use a **White A4** sheet of paper
- Use **BLACK INK** and write clearly in **BLOCK CAPITALS**
- Write your form **reference number** (located on front of form), **current name** and **address** clearly at the top of the sheet.
- **Do not** staple the continuation sheet to the form

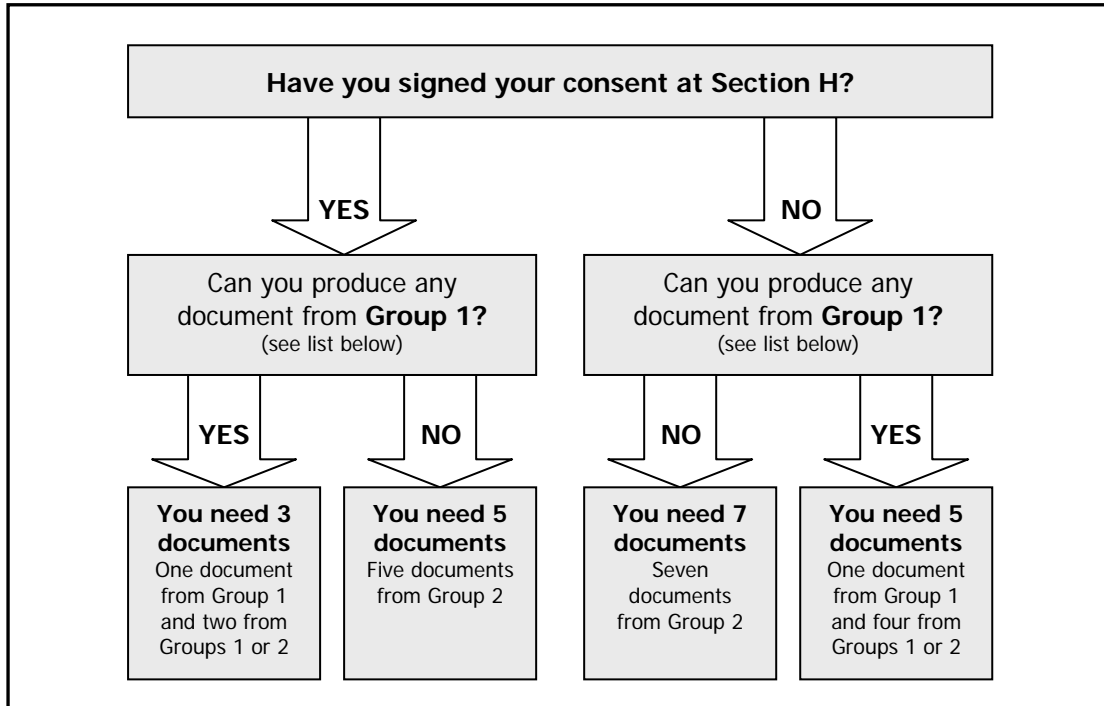
☒ Confirming **your identity**

Your identity needs to be confirmed. You need to provide **original documentation** (no photocopies) to your **Company Captain, Chaplain or Battalion Office Bearer**, who should **complete section X** of the application form on behalf of the organisation.

- Please **DO NOT** send identification documents to Headquarters.

The table below lists the documents the CRB will accept. Please use the diagram below to determine which of these documents you need to provide.

Which documents do you need to provide ?



Please note all documents must be in your current name. At least one document must show your current address and at least one document must show your date of birth.

Acceptable Identity Documents

Group 1

- Valid Passport (any nationality)
- UK Driving Licence (either photocard or paper)
- Original UK Birth Certificate (issued within 12 months of the date of birth)
- Valid photo identity card (EU Countries only)
- UK Firearms Licence

Group 2

- Marriage Certificate
- Non-original UK birth certificate (issued after 12 months of date of birth)
- Correspondence or a document from: the benefits Agency, the Employment Service, the Inland Revenue, or a Local Authority *
- Financial Statement (eg. Pension, endowment, ISA) **
- Bank or Building Society Statement *
- Utility Bill
- Valid TV Licence
- Credit Card Statement *
- Store Card Statement *
- Mortgage Statement **
- Valid Insurance Certificate
- Certificate of British Nationality
- British work permit/visa **
- Exam Certificate (eg. GCSE, NVQ)
- Child Benefit Book **
- P45/P60 Statement **
- Valid Vehicle registration document
- Mail order catalogue statement *
- Court summons **
- Valid NHS Card
- Addressed Payslip
- National Insurance Number Card
- Certificate of British Nationality
- Work permit/visa **
- Connexions Card

* documentation should be less than 3 months old

** issued within past 12 months