



The FA Group

# The new CRB Application Form

July 2010

# Key Points

- Ensure all those working with children have an accepted FA CRB
- Make use of The FA's Online Safeguarding Service
- **All** clubs must ensure that everyone working\* directly with children and young people in youth football have an accepted FA CRB check.
- Additional forms ordered on request from [FAchecks@TheFA.com](mailto:FAchecks@TheFA.com)
- Cost of the process is now £15.00 for a paper application



# Completing the new CRB form

## Section a – Applicant's Details



**a applicant's details**

1 title  mrs  miss  ms  other

2 surname ROBSON

3 forename(s) DANIEL EDWARD

4 have you ever been known by any other names? no  yes  If '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](http://www.crb.gov.uk)

5 surname TAYLOR

6 forename(s) DANIEL EDWARD

7 dates from and to 061985 - 102001

8 surname

9 forename(s)

10 dates from and to MMYYYY - MMYYYY

11 surname

12 forename(s)

13 dates from and to MMYYYY - MMYYYY



## Notes to Previous Slide

- Applicant must use **BLACK INK** and **CAPITALS**
- The yellow boxes mean the applicant **MUST** complete these
- If applicants put a cross in 'yes' they **MUST** complete the rest of the section
  
- **Section a**
- Applicants that have had two or more names at the same time can easily fill this in using the date boxes to show when the names were used. For example some divorced people revert to their maiden name at work but retain their married name for correspondence with schools etc
- The new form allows for three name changes, any more than three must go onto the Continuation sheet.



# Completing the new CRB form

## Section a - Applicant's Details

14 date of birth

1 9 0 6 1 9 8 5

15 gender

male  female

16 place of birth (town)

N O T T I N G H A M

17 place of birth (country)

U K

18 e-mail address

[Empty grid for e-mail address]

19 contact telephone number

[Empty grid for contact telephone number]



## Notes to Previous Slide

- **Section a**
- This asks for **town and country** – if applicant is unsure of the place of birth it can be seen on the passport (assuming birth certificate unavailable)
- Applicants born on army bases overseas must use the country of their birth e.g. Germany
- Email and contact phone are optional but allow the FACRB Unit to contact the applicant for more information – please complete these



# Completing the new CRB form

## Section a - Applicant's Details



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	JR492138B	
22	do you hold a valid UK driving licence?	no <input checked="" type="checkbox"/> yes <input type="checkbox"/> If 'yes' you must complete a23, if 'no' go to a24	
23	driving licence number		
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	129567837	
26	nationality	BRITISH	
27	country of issue	UK	
28	do you have an ISA registration number?	no <input checked="" type="checkbox"/> yes <input type="checkbox"/> 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 <input checked="" type="checkbox"/> yes <input type="checkbox"/> If 'yes' you must complete a31, if 'no' go to section b	
31	Scottish vetting & barring number		

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"/>



# Notes to Previous Slide

- Verifiers must see original ID from the applicant including
- NI number
- Driving Licence number and date of issue – date of issue goes on ID Checksheet
- Passport number and date of issue – date of issue goes on ID Checksheet
- Line 28 – do not complete
- Line 30 – do not complete
- **Registered body use only box** - CRB Verifier MUST complete these boxes when checking ID's at a1-a3/a14/a21/a23/a25



# Completing the new CRB form

## Section b – 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

42 CHARNWOOD STREET

33 town/city

NOTTINGHAM

34 county

35 UK postcode

NG14 3GP

36 country

UK

37 at address since

042006



## Notes to Previous Slide

- Evidence of the current address must be shown to verifier who must compare it to the address supplied by the applicant
- When verified, verifier then puts cross in the 'registered body use only' box in this section



# Completing the new CRB form

## Section c – Other Addresses

**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](http://www.crb.gov.uk) If not applicable, go to section d.

38 address

28 COLLEGE ROAD

39 town/city

NOTTINGHAM

40 county

41 UK postcode

NE22 4PQ

42 country

UK

43 dates from and to

061996 042006



## Notes To Previous Slide

- This part of the form allows for concurrent/overlapping addresses.
- If the applicant has lived in two different locations at the same time (e.g. students) both addresses can be given with the dates overlapping.
- Some students will apply from their home address because that is where their ID is located. This is acceptable.
- If the applicant has more than three addresses in the last five years they must use the Continuation sheet provided by The FA. These are provided in the club pack and from FA CRB Website <http://www.tmgcrb.co.uk/default.asp?id=336>





# Completing the new CRB form

## Section e

### e declaration by the applicant

55 have you ever been convicted of a criminal offence or received a caution, reprimand or warning?

no  yes

### 56 declaration by the applicant

By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

57 date of signature

1 8 0 6 2 0 1 0

Applicant declaration  
(please sign within the box provided)



3MSPSL V1.0 CRB 06/09



## Notes to Previous Slide

- Signature of applicant is essential
- Line 55 - asks for **any** record - previously it asked about 'unspent' convictions
- If the applicant has any criminal history they are asked to cross this box.
- If the applicant crosses this box s/he may choose to write a brief self declaration and put it in a sealed envelope with the application form. Club Welfare Officers and Verifiers are **not** to seek more information.





## Notes to Previous Slide

Verifier must put his/her name in this line only when s/he has seen evidence of all the information required (i.e. name/dob/NI number/DL/Passport/current address).

- Verifier must confirm s/he has seen sufficient identity to meet CRB requirements on line 59 of the CRB Form
- As well as completing the form the verifier is asked to complete the Identity Document (ID) Form. This is to ensure that suitable documents have been seen, ensures applicant has read the statement on the guidance notes re FA use of Disclosure information and informs CRB Unit whether or not the applicant is a volunteer.



# Completing the new CRB form

## Section x

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 FOOTBALL COACH JUNIORS

62 organisation name FOREST ATHLETIC

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.

y statement by registered person



# Notes to Previous Slide

- Verifier completes Line 61 and Line 62
- This must be completed carefully to ensure the FA CRB Unit links the applicant to the correct club.
- Verifier to ensure full name of club is inserted in line 62 eg 'Sunderland Hylton Sharks' as opposed to 'Hylton Sharks'
- All FA CRB are categorised as 'volunteer' posts unless a person is receiving payment for their work with the club eg a coach providing private coaching sessions
- DO NOT Complete any more of section x
- DO NOT complete anything in section y

