

General tips for completing a CRB form

Forms must be completed in BLOCK CAPITALS.
Make sure all the yellow mandatory boxes are completed

Each applicant must provide relevant ID's for a Welfare Officer to verify and, for example, if an applicant has both a valid passport and a valid driving licence they **MUST** provide **both** of these to the Welfare Officer, not just one

Welfare Officer's will need to note the **dates of issue** of ID's provided, on the white Identification Document (ID) form which goes with each CRB form eg date of issue of passport, driving licence, birth certificate

It is also necessary to include the **document numbers** of passport, driving licence etc on the Identification Document (ID) Form, in addition to inserting this information into the CRB form. It is not necessary to include the numbers of a birth certificate or adoption certificate on the Identification Document (ID) form

Welfare Officer's to ensure they complete the '**registered body use only**' boxes on pages 2 and 3 of the CRB form as the ID's that are provided are being verified

Sections a, b and c - Welfare Officer's will complete or check these parts of the CRB form, with the ID provided by the applicant

Section a - Each applicant to include a contact phone number (line 19) – and an email address (line 18) if available. In lines 28 and 30 cross the **NO** Box

Section b – current address to be inserted here. Also, make sure only month and year are put into **Box 37** eg for October 2004 put 102004

Section c - Welfare Officer to complete or check **ONLY** where applicant has been at their current address for less than five years.

Section d - do not put any information into this section

Section e - If anyone has previous warnings, reprimands, cautions or convictions, they can, if they wish provide a Welfare Officer with a list (in a sealed envelope if preferred) to accompany the CRB form – though this is not mandatory

Section e - Applicant must sign the form

Sections w and x - Welfare Officer to complete the last page - lines 58 → 68
All FA CRB Checks are 'enhanced'

Sections y and z - do not put anything into these sections. For FA CRB Unit use only.