SAFETY NET - CRIMINAL RECORDS BUREAU (CRB) - DISCLOSURE CHECKLIST

Name of Applicant: ……. *(please print)*

To apply for a Disclosure you need to produce **original** documents so that your identity can be verified.

Please complete the checklist below and bring it with you to the meeting with the Evidence Checker or CRB Checks Co-ordinator, along with your relevant documents.

- All least one document must confirm the applicant's **current name**
- At least one document must confirm the applicant's **date of birth**
- At least one document must confirm the applicant's **current address**

Documents marked * should be less than 3 months old
Documents marked ** should be less than 12 months old

We cannot accept documentation printed from the internet e.g., internet bank statements.
We cannot accept two documents from the same organisation

If you cannot produce any document from Group 1 we require five documents from Group 2

Group 1	**Applicant** (*Tick*)	**Checked by**
▪ Passport		
▪ UK or EU National Identity Card		
▪ Identity Card for Foreign Nationals (ICFN)		
▪ Driving Licence (UK) (a photo card is only valid if the individual presents it with the counterpart licence – including Isle of Man and Jersey)		
▪ Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth		
▪ HM Forces ID Card (UK)		
▪ Firearms Licence (UK)		
▪ Adoption Certificate (UK and Channel Islands)		

Group 2	**Applicant** *(Tick)*	**Checked by**
▪ Marriage/Civil Partnership certificate		
▪ Financial Statement ** - e.g. pension, endowment, ISA		
▪ Non-original UK birth certificate (issued after 12 months of date od birth)		
▪ Vehicle Registration Document		
▪ P45/P60 Statement ** (UK & Channel Isles)		
▪ Mail Order Catalogue Statement*		
▪ Bank/Building Society Statement*		
▪ Court Claim Form** (UK)		
▪ Documentation issued by Court Services*		

▪ Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill		
▪ Exam Certificate e.g. GCSE, NVQ, O Levels, Degree		
▪ TV Licence **		
▪ Addressed Payslip *		
▪ National Insurance Card (UK & Channel Islands)		
▪ Credit Card Statement *		
▪ Store Card Statement *		
▪ NHS Card (UK & Channel Islands)		
▪ Mortgage Statement **		
▪ Benefit Statement * - e.g. Child Allowance, Pension		
▪ Insurance certificate *		
▪ Council Tax Statement (UK & Channel Islands) **		
▪ Work Permit/Visa (UK) **		
▪ A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands) *: e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security		
▪ CRB, Disclosure Scotland and ISA Certificate (UK) **		
▪ Letter from a Head Teacher *		
▪ Connexions Card; including those cards carrying the PASS accreditation logo (UK & Channel Islands)		
▪ General Medical Council (GMC) Certificate		

Declaration:
I have checked the documents produced by the applicant in accordance with the CRB requirements and declare that to the best of my knowledge, the documents are valid and confirm the candidates identity.

Name of person checking documents: ……
(please print)

Signed: …… **Date:** ……..
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