



CONFIDENTIAL

CRIMINAL RECORDS BUREAU DISCLOSURE & ISA REGISTRATION

To: **THE PARISH DISCLOSURE OFFICER / DESIGNATED OFFICER**

When asked to check a Disclosure form and verify documents (Section W) please complete both sides of this form and return it with the Disclosure Application Form to:
CRB Helpdesk, Diocesan House, Lady Wootton's Green, Canterbury CT1 1NQ.

Applicant Name

Parish/Organisation

The post for which Disclosure is required: (please give details rather than just a generic title)

The Employing Body have agreed that this post

- will involve working or contact with Children Vulnerable Adults
- will require ISA registration for Children Vulnerable Adults
- has existing ISA Registration may involve working in applicant's own home
- the position is Voluntary Paid* **If paid, please enclose cheque*
- New post holder Existing post holder Existing post holder who is being rechecked

I confirm I have seen and checked the identification documents produced by this applicant and am satisfied that these are genuine and do not appear to be damaged or altered in any way.

Type of document and date (issued within last three months) seen to verify current address

Document Type..... Date on document.....

Signature of PDO Date.....

Print name

Contact details in case of queries (Daytime telephone and/or Email if possible)

Tel: (daytime)

Email:

FOR OFFICE USE ONLY

Date received:

Date to CRB:

Disclosure No

Letter to PDO:

ISA Registered: Children / VA

Form Ref No: F00.....

Date of Birth:

Applicant Name:

LIST OF VALID IDENTITY DOCUMENTS

A minimum of THREE documents MUST be seen. If NO Group 1 document is available then FIVE documents from Group 2 must be seen. ONE document MUST confirm the applicant’s date of birth; ONE must confirm the current address and be less than THREE MONTHS old

(Please tick appropriate box)

Group 1	
Passport	
Driving Licence (UK) (Full or provisional) - England/ Wales/ Scotland/ Northern Ireland/ Isle of Man; either photo card or paper <i>(a photo card is only valid if the applicant presents it with the counterpart licence)</i>	
Original Birth Certificate (UK) - <i>issued within 12 months of the date of birth</i> - full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces	
UK or EU National Identity Card	
Identity Card for Foreign Nationals (ICFN)	
Firearms licence (UK)	
HM Forces ID Card (UK)	
Adoption Certificate (UK)	
Group 2	
Marriage/Civil Partnership Certificate	
Birth Certificate - <i>issued after 12 months of date of birth</i> – full or short form acceptable	
P45/P60 statement (UK)**	
Bank or building society statement*	
Utility Bill (electricity, gas, water, telephone - including mobile phone contract/bill)*	
Valid TV licence **	
Credit Card statement*	
Store card statement*	
Mortgage statement**	
Insurance Certificate **	
Council Tax Statement (UK) **	
A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*: (from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security)	
Asylum Registration Card	
Financial statement ** - (e.g. pension, endowment, ISA)	
Vehicle Registration Document (Document V5 old style and C5C new style only)	
Mail order catalogue statement*	
Court Claim Form (UK) ** - (Documentation issued by Court Services)	
Addressed Payslip *	
National Insurance number card (UK)	
NHS Card (UK)	
Benefit Statement* - (e.g. Child Allowance, Pension)	
Certificate of British nationality (UK)	
Work Permit/Visa (UK)**	
Do not use more than ONE of the following documents: Convention Travel Document (CTD) – Blue Stateless Person’s Document (SPD) – Red Certificate of Identity (CID) – Brown Application Registration Card (ARC) Immigration Status Document (ISD) Connexions card (UK) Letter from a Head Teacher * Exam Certificate e.g. GCSE, NVQ, O Levels, Degree CRB Disclosure Certificate ** General Medical Council (GMC) Certificate	
Documents not listed above (please state)	

* Documentation should be less than three months old ** issued within past 12 months