

**DIOCESE OF CANTERBURY**  
**New CRB/ISA Application Form**  
**Notes for Parish Disclosure Officers**

Please check that the applicant has:

- completed all mandatory fields **EXCEPT 28 & 30 and section d**
- completed a5-13 if yes has been declared at a4
- given a full 5 year address history (an official continuation sheet should be used if necessary)
- any mistakes have either been corrected in the remaining boxes of the field or on an official continuation sheet
- signed and dated the application

**ID checking.** The applicant must show a minimum of three documents; one confirming their current name, one showing their current address dated during the last 3 months, and one confirming their date of birth. Wherever possible, a photo ID should be seen.

Please look at the box in section a on the second page marked "registered body use only" and check the relevant boxes to confirm that the applicant:-

- has put their full name in the boxes provided in section a 1 - 3 as stated in their proofs of identification (*check for middle names*) and place a cross in the box
- has provided a document to validate their date of birth
- has provided a document to confirm their national insurance number (*if a21 has been completed*) Photocopies are not acceptable. **If the applicant cannot produce a document please leave this box unchecked**
- has provided their original UK licence and the details are correct (*if a23 has been completed*) **Remember if the licence is a photocard, you must see both the photocard and paper counterpart for the licence to be valid**
- has provided their original passport and the passport number, nationality and country of issue are correct (*if a25-27 have been completed*)

Please look at the box in section b on the third page marked "registered body use only" and check the relevant box to confirm that the applicant:-

- has provided a recent proof (no older than 3 months) of the applicant's current address (**please record this information on FORM 2C**)

**If you are satisfied that the above are all satisfactory go to section w**

Line 58 Write your Christian name and surname (omitting title) in the box provided

Line 59 Place a cross in the appropriate box provided

**SECTIONS X and Y SHOULD BE LEFT BLANK**

**PLEASE COMPLETE BOTH SIDES OF FORM 2C (new version) *It is important that you record the ID documents seen on the back of Form 2C especially if you have checked the box confirming the NI number***

Completed application and Form 2C should be sent to the CRB Helpdesk at  
Diocesan House, Lady Woottons Green, Canterbury. CT1 1NQ

Revised July 27<sup>th</sup> 2010

