



## CRB form - guide for applicants

(copy & distribute with forms)

The CRB form	
Section	<b>use black ink</b>
<b>A</b>	Complete all fields highlighted in <b>YELLOW</b> , plus additional information where prompted. <b>Any previous names must be supplied, with dates of use for each name</b>
<b>B</b>	Complete in full <b>Include the date that you moved to your current address in the format MM/YYYY</b>
<b>C</b>	Complete if you have not lived at your current address for 5 years or more. <b>A FULL AND CONTINUOUS 5-YEAR ADDRESS HISTORY IS REQUIRED, WITH NO GAPS</b> use a continuation sheet if necessary (available at <a href="http://www.crb.homeoffice.gov.uk">www.crb.homeoffice.gov.uk</a> )
<b>D</b>	<b>LEAVE BLANK</b>
<b>E</b>	<b>COMPLETE AND SIGN IN THE BOX</b>
<b>W</b>	<b>The ID section must be completed by your EMPLOYER</b> <b>You must show your employer a minimum of THREE ORIGINAL ID DOCUMENTS</b> , two of which should confirm your current address (such as utility bills or bank statements) plus at least one of the following: <ul style="list-style-type: none"><li>• Passport (any nationality)</li><li>• Driving Licence (UK)</li><li>• Original UK birth certificate (issued within 12 months of your birth)</li><li>• EU Identity Card, Identity Card for Foreign Nationals (ICFN), HM Forces ID Card (UK), Firearms Licence (UK) or Adoption Certificate (UK)</li></ul> <b>If you are unable to supply any documents from the above list please go to <a href="http://www.crb.homeoffice.gov.uk/id">www.crb.homeoffice.gov.uk/id</a> for guidance</b>
<b>X</b>	<b>LEAVE BLANK</b>
<b>Y</b>	<b>LEAVE BLANK</b>
<b>Z</b>	<b>LEAVE BLANK</b>

**ALSO READ THE INSTRUCTIONS ON THE FRONT OF THE FORM**  
Go to [www.crbeguide.co.uk/eguidepage.html](http://www.crbeguide.co.uk/eguidepage.html) for online guidance

### NEXT STEP

**When you have completed the form hand it to your employer with your original ID documents**

# How many ID documents do I need to supply?

## Can you produce any documents from Group 1?

- **YES** - 3 documents must be supplied. One document from Group 1 plus any two from Groups 1 or 2.
- **NO** - 5 documents to be supplied. Five documents from Group 2

## List of valid identity documents:

Group 1	Group 2
<ul style="list-style-type: none"><li>• Passport (any nationality)</li><li>• UK or EU National Identity Card</li><li>• Identity Card for Foreign Nationals (ICFN)</li><li>• Driving Licence (UK) Full or provisional. A photo card is only valid if the individual presents it with the counterpart licence.</li><li>• Birth Certificate (UK and Jersey) - issued within 12 months of date of birth</li><li>• HM Forces ID Card (UK)</li><li>• Firearms Licence (UK)</li><li>• Adoption Certificate (UK and Jersey)</li></ul>	<ul style="list-style-type: none"><li>• Marriage/Civil Partnership Certificate</li><li>• Financial Statement ** - e.g. pension, endowment, ISA</li><li>• Birth Certificate</li><li>• Vehicle Registration Document (Document V5 old style and V5C new style only)</li><li>• P45/P60 Statement **(UK)</li><li>• Mail Order Catalogue Statement*</li><li>• Bank/Building Society Statement*</li><li>• Court Claim Form** (UK)</li><li>• Documentation issued by Court Services*</li><li>• Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill Exam Certificate e.g. GCSE, NVQ, O Levels, Degree</li><li>• TV Licence**</li><li>• Addressed Payslip *</li><li>• Credit Card Statement *</li><li>• National Insurance Card (UK)</li><li>• Store Card Statement *</li><li>• NHS Card (UK)</li><li>• Mortgage Statement **</li><li>• Benefit Statement* - e.g. Child Allowance, Pension</li><li>• Insurance Certificate **</li><li>• Certificate of British Nationality (UK)</li><li>• Council Tax Statement (UK) **</li><li>• Work Permit/Visa (UK) **</li><li>• A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)* e.g. from the Department for Work and Pensions, the Employment Service , Customs &amp; Revenue, Job Centre, Job Centre Plus, Social Security</li><li>• One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate</li></ul>

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

(one document must confirm your current name, one must confirm your date of birth and one must confirm your current address)