

## BAB GUIDANCE NOTES FOR CRB APPLICANT ADAPTED FROM INFORMATION SUPPLIED BY TMG

You should receive these guidelines with a CRB Disclosure Application Form.  
Please follow all the instructions.

### Before you start:

- You need a **black pen**
- You must use **CAPITAL letters**
- If you make a mistake put a line through it. Write the correction to the right of the mistake. **Do not use correction fluid**
- Write **neatly**, keeping letters inside each box

### Section A

- Put a cross through your title
- Give your current surname and **all** your forenames
- Give your current address. Leave a gap between words but not between the numbers and letters in your postcode
- Give the date you moved into your current address

Section A should look similar to this:

A		Applicant's details	
1	Title	Mr <input checked="" type="checkbox"/>	Mrs <input checked="" type="checkbox"/> Miss <input checked="" type="checkbox"/> Ms <input checked="" type="checkbox"/> Other <input type="checkbox"/>
2	Surname	SMITH	
3	Forename(s)	ANDREW JOHN	
4	Current address	45 THE HIGH STREET	
5			
6	Town/City	MANCHESTER	
7	County	LANCASHIRE	
8/9	Postcode	LAN123	At current address since 06 1992 (month and year)
10/11	Date of birth	14 03 1965	Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/>
12	National insurance number	N123AB34H	

### Section B

- Line 13, **position applied for**: write job or position e.g. Junior coach, Class assistant, Club Welfare Officer etc
- Line 14, **organisation name**: insert your **Association's** name
- Line 15, **organisation address**: insert your Association's address – not your dojo address (unless they are the same!).

Section B should look like this

B		Details of position for which Disclosure is being requested	
13	Position applied for	FA LICENSED AGENT	
14	Organisation name	THE FA	
	Organisation address		
15	Address	25 SOHO SQUARE	
16			
17	Town/City	LONDON	
18	County		
19	Postcode	W1D4FA	

### Section C

- Line 20: If Ms or Mrs, previous surnames must be given (with dates of use) or, if there has been no name change since birth, this must be clearly stated as **NO NAME CHANGE** on the form
- Line 20 to 27: It is important to give any name changes. If you have had several name changes you may need to add a continuation sheet. A blank sheet of paper can be used for this. If you were adopted before the age of ten we do not need your birth name. If you were adopted after the age of ten your birth name is required
- Line 28 to 30: Enter your place of birth as recorded on your birth certificate
- Lines 33 to 35: Phone numbers are required as we often need to contact people to clarify details

### Section D

- Any addresses you have had in the last five years, other than your current address shown in Section A, must be listed here
- If you have moved more than twice you will need to list your other addresses on a continuation sheet. Either a copy of the *additional address sheet* or a blank sheet of paper can be used for this
- Please note: There must be **no gaps or overlaps** in the address history

### Sections E F G

- **Please leave blank.** These sections are not required

### Section H

- Please sign and date

### Sections X Y Z

- Leave blank

### Payment:

The current TMG fee for BAB volunteers is £12.50 (or £48.50 for non volunteers).  
The definition of a non-volunteer is quite strict and can be found on the CRB web site. Effectively if you receive any payment other than out of pocket expenses then you will not be classed as a volunteer.  
Cheques should be payable to TMG CRB

## Identity documents:

You are required to show three original forms of identity (IDs) to your organisations' nominated verifier

The following combinations of documents are acceptable taken from the list below:

- ❖ Three IDs from *Group one (not recommended by the BAB due to the risk of identity fraud)*
- ❖ A total of three IDs, of which **one** is from *Group one (this option is recommended by the BAB)*
- ❖ Five IDs from *Group two (this option is acceptable to the BAB)*

**All documents** must be in your current name as recorded in Section A of the application form.

**At least one document** must confirm your date of birth as recorded in Section A of the application form.

**At least one document** must confirm your current address as recorded in Section A of the application form.

**Group 1 and group 2 documents include:**

### Group 1

- Valid passport (any nationality)
- UK driving licence, photocard or paper. (A photocard is only valid if accompanied by the counterpart licence)
- UK birth certificate, full or short form, issued within 12 months of the date of birth
- European Photographic ID card
- UK firearms licence

### Group 2

- Marriage certificate
- UK Birth certificate, full or short form, issued after 12 months of date of birth
- Non UK birth certificate, must be written in English
- P45/P60 statement less than 12 months old
- Bank or building society statement (not internet bank statements) less than three months old (Only one document per supplier accepted)
- Utility bill, for example electricity, gas, water, phone, less than three months old (Only one document per supplier accepted)
- TV licence

### Group 2 (continued)

- Credit card, storecard, mail order catalogue statement less than three months old (Only one document per supplier accepted)
- Mortgage statement less than 12 months old
- Insurance certificate
- Certificate of British nationality
- British work permit, visa less than 12 months old
- Correspondence or a document from the Benefits Agency, the Employment Service, the Inland Revenue or a local authority less than three months old
- Financial statement, for example pension, endowment, ISA, less than 12 months old
- Vehicle registration document
- Court summons less than 12 months old
- NHS card
- Addressed payslip less than three months old
- National Insurance number card
- Exam certificate, for example GCSE, NVQ
- Child Benefit book less than 12 months old
- Connexions card

## Returning your application form:

- Return your form to your organisation verifier along with your ID.
- Your verifier will check your IDs, enter details from the documents on the application form and return the documentation to you

## What happens next?

- Your verifier will send your Disclosure application form to the processing organisation (TMG)
- TMG will check the form for accuracy, complete Section Y, enter the details on our database and forward to the CRB at Liverpool
- The CRB will run the relevant checks
- The CRB will issue two copies of the Disclosure. One copy will be sent to you. TMG will receive the other copy, and will record the Disclosure number and issue date on their database. Your Disclosure may then be forwarded to the BAB Lead Child Protection Officer

The BAB's child protection policies and procedures include the deployment of a Case Management Group whose role is to risk assess Disclosure information on behalf of Members in relation to the role/s applied for. The Case Management Group is led by the BAB's Lead Child Protection Officer.

The Case Management group discusses Disclosure information in an anonymous format and may undertake further investigations as required (decided on a case by case basis). This may include requests for more information from you, or permission to seek further information from third parties

If the Case Management Group feels it necessary to make a negative recruitment recommendation then your Association will be advised. No other information will be disclosed to your Association. The BAB's and your Association's policies and procedures will then be used to take the matter forward.

## Helpline

- TMG Helpline 8.30am – 17.30 pm, Monday to Friday
- See details below
- Or contact your Assn CRB verifier (usually your Association CPO)

For more information about the CRB process visit [www.crb.gov.uk](http://www.crb.gov.uk)

TMG CRB, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP  
Helpline: 0115 969 4606  
e-mail: [crb@tmgcrb.co.uk](mailto:crb@tmgcrb.co.uk)  
web: [www.TMGCRB.co.uk](http://www.TMGCRB.co.uk)