

CRB DOCUMENT CHECK FORM

To be used for existing Personnel (no W/R necessary)

I confirm that I have seen the following **original** documents.

I have recorded the details requested for Group 1 documents and ticked/completed the documents seen in Group 2

Signed _____ Name _____

District/Division/County _____ Date _____

Applicant's Membership No (if known) _____

Applicant's name and address _____

GROUP 1 DOCUMENTS

PASSPORT

Number _____

Date of Birth _____

Issue Date _____

Nationality _____

DRIVING LICENCE (full or provisional)

Type:- Paper Photocard

Driver number (inc letters) _____

Date of Birth _____

Licence valid from _____

Country of issue:-

UK Other (please state) _____

ORIGINAL BIRTH CERTIFICATE

Date of Birth _____

Issue Date _____

Country of issue:-

UK Other (please state) _____

For Office use only

Registered Body no _____

CRB Form ref no **20634700007** _____

Applicants Name _____

GROUP 2 DOCUMENTS

Marriage Certificate

Issue Date _____

Non-Original Birth Certificate

Date of Birth _____

Issue Date _____

Country of issue:- _____

UK Other (please state) _____

OTHER DOCUMENTS (please tick box and insert no where required)

- National Insurance number card _____
- Valid vehicle registration document _____
- Valid insurance certificate _____
- Valid NHS Card _____
- Valid TV licence _____
- Exam Certificate (e.g. GCSE, NVQ) _____
- Connexions Card _____
- Certificate of British Nationality _____

DOCUMENTS LESS THAN 3 MONTHS OLD

- Bank or Building Society statement _____
- Utility Bill _____
- Credit Card statement _____
- Store Card statement _____
- Mail Order Catalogue statement _____
- Addressed payslip _____
- Correspondence or document from:-
- the Benefits Agency _____
- the Employment Service _____
- or a Local Authority _____

DOCUMENTS ISSUED IN THE PAST 12 MONTHS

- P45/P60 statement _____
- Mortgage statement _____
- Financial statement _____
- Court summons _____
- Child Benefit book _____
- Work permit/visa _____

GUIDANCE NOTES

1. The CRB has confirmed the documents it will accept to provide confirmation of identity and current address. The documents have been divided into two groups, as shown on the front of this form.
2. The applicant must show:
 - one document from Group 1 plus any two documents from Groups 1 or 2
or
 - five documents from Group 2
3. Please ensure that only original documentation is seen. Photocopies are not acceptable.
4. All documents must be in the applicant's current name.
5. At least one document must show the applicant's current address.
6. At least one document must show the applicant's date of birth.
7. If you are shown a passport please check and record the following details:
 - the passport number
 - the nationality of the applicant
 - the issue date of the passport
 - the date of birth of the applicant

Please also check the photograph and compare its likeness to the applicant

9. If you are shown a driving licence please check and record the following details:
 - the driver number (including letters)
 - the issue date of the licence
 - the date of birth of the applicant

If a photocard licence is used, please check the photograph and compare its likeness to the applicant

10. If you are shown a birth certificate please check and record the following details:
 - the date of birth
 - the issue date of the certificate
11. If the birth certificate is an original document and was issued within 12 months of the date of birth it will be classed as a Group 1 document.
12. If the birth certificate is non-original and was issued after 12 months of the date of birth it will be classed as a Group 2 document.
13. Please include numbers of documents where a space is included for this under OTHER DOCUMENTS
14. Utility Bills include: electricity, gas, water, telephone, mobile phone contract/bill
15. Financial Statements include: pension statement, endowment, ISA etc