

CRB DOCUMENT CHECK FORM

To be used for new personnel (W/R required)

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 name

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
..... **20634700007**

CRB Form ref no
.....

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