



## CRIMINAL RECORD BUREAU (CRB) APPLICATIONS

### A QUICK GUIDE FOR APPLICANTS

**Stage 1** Telephone the CRB on 0870 909 0844 and ask for an **ENHANCED level** disclosure.

You will be asked for information including –

- Your name, address, time at address, date of birth and other **individual information**
- The Registered Body requiring you to make the application – **UK Athletics Ltd**
- The Registered Body number – **22525500000**
- You will be asked for your position applied for- i.e. if you coach within a club please state **Coach**, if an Official please state **Official**; if you are a student doing an athletics course as a requirement for your academic course, please state **Student** etc
- You may be asked for **Organisation name**: If you are affiliated to a club please state your **Club name**, if not, state **UK Athletics Ltd**
- You will be asked about payment – if you coach or help within a club or you are not paid during the time you coach please tell them you are a **Volunteer** and there will be no charge. If you are anything other you will be required to enclose a cheque for £36.00.

**The CRB require a signed declaration for volunteers: Please complete the reverse of this page to declare your coaching status, i.e. volunteer or other. This will help to speed up the processing of your form when it's received.**

**Stage 2** You will be sent a pre printed part-completed form. Check the details, correct any errors and complete the remainder of the form in accordance with the Guidance Booklet. Ensuring you use **BLACK** ink, provide full details and, if applicable, include:

- **Any other forenames/middle names (add into section A N°3)**
- **Any other surnames used (section C)**
- **Place of Birth section (section C)**
- **A Full 5 year address history (section A & D)**
- **Sign the form in BLACK ink only (section H N°68)**

**Stage 3** Take your form and **three methods of identification** to your Club verifier (Club Chairman, Secretary or Welfare/Child Protection Officer).

They will complete Section X on your behalf. If some of the documents cannot be recorded in Section X (i.e. utility bills etc), have the verifier record the details on a separate sheet of A4 paper and include this with your application.

- *It is important this be done in person with your local verifier, please do not send documents to UK:A athletics welfare, we are unable verify on your behalf.*
- *For applicants who are not affiliated to a club you may ask a tutor, head teacher, doctor etc to verify your documents, they will need to supply an accompanying letter on company letterhead stating their name, occupation an relationship to you as the applicant.*

**Stage 4** Send your application form **together** with this sheet with the reverse completed to: -

**Athletics Welfare, PO Box 332, Sale. M33 6XL**

**Do NOT send the form directly to the CRB as Section Y must be signed by a UK:A welfare officer before being submitted. We will send it on your behalf. The process usually takes 6-8 weeks to complete.**