

CRIMINAL RECORD BUREAU (CRB) APPLICATIONS –purple form

A GUIDE FOR APPLICANTS AND EVIDENCE CHECKERS IN ENGLAND & WALES (to be read in conjunction with the CRB guidance)

The stages you need to follow are: -

Stage A (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- please state Coach, Official or specify e.g. Team manager parent helper. 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 payable to UKA.

Stage A (2) UKA may post out CRB applications to coaches and officials when the licence is due for renewal. UKA will not accept telephone requests for application forms.

Stage B If the form is from the CRB you will be sent a pre printed part-completed form. Check the details, and correct any errors **circle the correct entry**. Complete all the mandatory fields highlighted in yellow in sections a,b and e. Remember to use **black ink and write in CAPITAL LETTERS**. Forms sent from UKA are blank and you will need to follow the instructions on the front of the form as to how to complete it. *Due to changes to the ISA you can ignore section D.*

Stage C Hand your application form, your three methods of identification together with this guide to your club evidence checker. This will normally be your Club Chairman or Secretary whose details have been registered with UKA Welfare. Once they have completed **Stage D** they will hand the application back to you so you can complete **Stage E**.

Stage D - Must be completed by the evidence checker (designated persons at athletics clubs)

Complete section W 58.

In order to complete section W59 you need to examine the documents produced and verify them against the entries at sections A 1-3, a14,a21,a23,and a25 putting a cross in the registered body use boxes .

Check that at least one document shows the current address of the applicant as recorded at B32 and put a cross in the 'registered body use' current address verified box.

You also need to ensure that X61 and 62 are completed. The remainder of the form is completed by UKA Welfare staff.

Either hand the form back to the applicant or move to Stage E

Stage E

The completed form should now be posted to Athletics Welfare, PO Box 332, Sale, Manchester M33 6XL

Under no circumstances should application forms be sent directly to the CRB