

## CRIMINAL RECORD BUREAU (CRB) APPLICATIONS

### A QUICK GUIDE FOR APPLICANTS

The stages you need to follow are: -

**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- please state **Coach, Official or both**. 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<sup>o</sup>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<sup>o</sup>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.

**THE CRB MAY REQUEST PAYMENT OF £36 FOR YOUR CRB DISCLOSURE**  
**Please read on for further information**

**You Are Required to Pay If:**

You are a student doing an athletics course as a requirement for your academic course, you are taking the course to enhance your CV only or you coach as part of your work, i.e. as a teacher during school hours, as a professional coach or other paid group leader. Please tick that you are required to pay, sign and enclose this form and a cheque made payable to the **UKA Limited** for £36.00 with your application. UKA will settle the invoice direct with the CRB.

**The Fee Is Waived If:**

You coach or help within a club or other scheme and you are not paid during the time you coach. In this instance, please tick you are a volunteer, state your affiliated club/scheme, sign this form below and return with your application.

**If you have any questions regarding the CRB process, please call the Welfare department**

**PLEASE COMPLETE THIS SECTION, TICKING ONE OF THE BOXES TO INDICATE YOUR COACHING STATUS, SIGN AND SEND WITH YOUR APPLICATION**

<b>Applicant Name</b>	
<b>Form Ref No</b>	

I have enclosed a cheque for £36 made payable to the **UKA Limited** as I am a student/paid to coach/professional

I have not included payment as I am a volunteer coach/helper at an athletics club   
**Please state Name of club**

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**Signed**

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**PLEASE BE ACCURATE WITH THIS INFORMATION AS THE CRB REGULARLY DO SPOT CHECKS ON NON-PAYING APPLICANTS.**