

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^o3)
- ***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^o68)

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 **UK Athletics 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

Applicant Name	
Form Ref No	

I have enclosed a cheque for £36 made payable to the **UK Athletics 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

Signed _____

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