

Enclosed you will find: -

- **Applicant guidance notes for completing a Disclosure application (this sheet)**
- **A CRB Disclosure Application Form**
- **A Churches' Agency for Safeguarding (CAS) form**
- **A Documentary Evidence Sheet**
- **A 'dummy' form for guidance**
(The purple CRB guidance booklet is no longer required)

If any of these documents are missing, please contact the Churches' Agency for Safeguarding (CAS) – details are given overleaf.

- **A copy of the Recruitment of Offenders Guidance for your Church is available direct from your denomination.**

COMPLETING YOUR DISCLOSURE APPLICATION

Please follow the guidance notes below when completing your Disclosure application;

THE CRB DISCLOSURE APPLICATION FORM

It is essential that you complete the form in **BLACK** ink; the CRB will reject applications completed in any other colour. Use one letter or number per box and mark single boxes with an **X** *not* a tick.

Do not use correction fluid anywhere on the form; the CRB will reject any such applications. If you make a mistake, cross through it once and write the correct information next to it or in a blank space nearby.

Use an extra sheet of A4 paper for additional information as necessary. **Please ensure your name and application reference number (from the front of the CRB form) is written on any additional sheet.**

Section A

- Please complete **all** the fields in Section A.
- When completing line 3 it is **essential** that you include any middle names.

Section B

- In Line 13, please write the title of your role for example 'junior church leader', 'toddler group assistant'. Please make the nature of the role as clear as possible. If, from the nature of the title, it is not clear that the role relates to children, young people or vulnerable adults, then please provide more information either on the CAS form or on an additional sheet.
- In Line 14, please write the name of the organisation you will be working for, for example, 'Queensbury Methodist Church' or 'Woodford Lane URC'.
- In lines 15-19, please write the address of the organisation where you will be based.

Section C

- Lines 20 – 26/27

You must complete Lines 20 to 26/27 if you have ever used any different forename(s) or surname(s) to the one you use now.

You must complete Lines 20 and 21, if, in Line 1 of Section A, you have given your title as Mrs, Ms or Other (e.g. Rev'd), even if you have never been known by a different surname. This is necessary so that local police forces do not query the fact that you may not have disclosed a different surname, which would delay your application.

- Line 28 – 35

Please complete all of these lines.

Section D

- You must provide a **FULL** five year address history without any gaps or overlaps in the date, e.g. if you are making your application on 1 January 2007, your address history must go back to at least December 2001. A separate A4 sheet may be used if necessary. **Please ensure that your name and application reference number (on the front of the CRB form) are written on any additional sheets used. Please follow the date format required by the CRB (MMYYYY).**

Sections E, F and G should NOT be completed.

Please note that if your role is a paid one you will need to send a cheque, made payable to ‘Churches’ Agency for Safeguarding’ with your application. The fee for a Standard Disclosure is £31.00. The fee for an Enhanced Disclosure is £36.00. There is no charge for applications if your role is a voluntary one.

Section H

- Lines 66, 68 and 70 must be completed.

Once the above sections have been completed, you will need to take the form to a verifier appointed by your denomination.

Please refer to the Documentary Evidence Sheet for details of the identity documents that may be used and the number required.

Only original documents are acceptable. At least one document must show your current address. At least one document must show your date of birth. It is desirable to have at least one photo ID document (e.g. Passport, Driving Licence).

Please note that some Group 2 documents have a validity time frame (3 or 12 months) from the date of issue and this is indicated by the code on the Documentary Evidence Sheet.

Section X – This section is for the local verifier to complete

- You verifier will check your documents and record the necessary information in Section X of the CRB form and on the Documentary Evidence Sheet. The verifier must enter his / her name in Line 16 of Section X. Verifiers guidance is available on the CAS website as a downloadable PDF File.

SECTIONS Y AND Z SHOULD NOT BE COMPLETED

THE CAS FORM

This must be completed, signed and dated by your verifier.

THE DOCUMENTARY EVIDENCE SHEET

This must also be completed, signed and dated by your verifier.

SENDING YOUR APPLICATION

The Disclosure application form, the CAS form and the Documentary Evidence Sheet (plus a cheque if applicable and any additional sheets if used) must be sent to:

**The Churches’ Agency for Safeguarding, Methodist Church House, 25 Marylebone Road
London NW1 5JR**

**If you have any queries, please contact the CAS on 020 7467 5216 (or 5265/5206/5189/5280/5210) or email at cas@methodistchurch.org.uk - see also web sites www.churchsafe.org.uk
Criminal Records Bureau (CRB) website: www.disclosure.gov.uk**