

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.

- Give 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**
 - Position applied for:
 - please state **Technical Official**.
 - You will be asked about payment -please tell them you are a **Volunteer** and there will be no charge. If you are anything other you will be required to pay £36.00. *Please be accurate with this information as the CRB regularly do spot checks on non-paying applicants.*
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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 to verify on your behalf.*
- ***For applicants who are not affiliated to a club*** you may ask a tutor, head teacher, doctor, (meeting manager, referee at an event which you are officiating) 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. If you have any difficulty please contact us.

Stage 4 _____ Send your completed application form to: -

A t h l e t i c s W e l f a r e , P O B o x 3 3 2 , S a l e . M 3 3 6 X L

Do **NOT** send the form directly to the CRB. 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.

