

Completing the CRB form

Please read the guidance notes sent to you by the CRB with your form and note their request for the form to be completed in **black ink**. Any mistakes should be crossed through and the correct information written in the given boxes immediately to the right if space permits, or as close as possible to the intended area. Do not use liquid paper – the CRB computer will reject these forms. A guidance document produced by WARA is available from WARA's website entitled 'CRB Disclosure Forms: The Most Common Mistakes'.

NB all postcodes should be written as one string e.g. SA83DL

All sections must be completed legibly in **black ink**. It is important to record all details, e.g. previous names used, all addresses used during the past 5 years. A supplementary sheet can be used if necessary but must be clearly marked with the applicants name, the application reference number and WARA's registered body number.

Sections A,C,D and Section H on the form must be completed by the applicant.

Section B should already be completed.

Sections E And F are no longer required. Applicants are advised to leave these sections blank – please do not put a line through these parts of the form or state not applicable.

Section X to be completed by the Club Welfare Officer, who will check the documentary evidence to confirm identity. This must always be provided, even if the person is known to the person checking identity. The form should then be retained by the CWO who will send it to the CPO at WARA.

Section Y will be completed by one of the nominated Counter-signatories at Wales Council for Voluntary Action.

If your club does not have a nominated Welfare Officer, then the WARA CPO should be contacted for advice.