

Criminal Records Bureau Enhanced Disclosure Guidance

*From July 2010 a new, more comprehensive application will be required by CRB.
The current process / instructions are relevant to all CRB applications submitted to the
University of Chichester before 1st July 2010. After this date the revised forms will be required,
details to follow.*

CRB checks are required for all candidates coming onto the following courses:

Choral Studies (MA)
Community Sports Coaching (Foundation)
Early Childhood Studies (BA)
Health Promotion and Personal Training (Foundation)
Humanistic Counselling (BA)
Humanistic Counselling (Diploma)
Instrumental and Vocal Teaching (Foundation)
Mathematics and Teaching KS 2/3 (BA)
Mathematics Enhancement Course
Musical Theatre (Foundation)
PGCE Primary and Secondary
Physical Education and Teaching (BA)
Primary Education and Teaching (BA)
Social Work (BA)
Sports Coaching and PE (BA)
Student Associates Scheme

A copy of the CRB code of practice is available at www.crb.gov.uk and it is recommended that all students applying for a CRB Disclosure familiarise themselves with this Code.

We will NOT accept CRB Disclosure forms obtained from other companies or institutions. You MUST complete a new CRB check through the University of Chichester.

If your Criminal Bureau Check is from a country other than the UK could you please ensure that your check has been stamped by your embassy.

To obtain an "ENHANCED Disclosure", please telephone the Disclosure application line on **0870 90 90 844** and request an Enhanced Disclosure application form.

University Of Chichester's registration number is 205 3730 0005, You will need to quote this when requesting your disclosure from the CRB. You will be asked a series of questions by the operator, which will form the basis of the application form.

The application form is then sent to you with a Guidance Notes booklet; please ensure that you refer to this booklet as well as the notes below when completing the remainder of the form.

- You must check the details recorded and complete the remaining sections of the form in **BLACK INK** before signing **section H**.

PLEASE COMPLETE PARTS A, B, C (APPLICABLE SECTIONS), D (IF APPLICABLE), H AND PART Y (only complete 3 / 4. Please put a cross in the boxes that say 'The position involves working with children' AND 'The position involves regular contact with vulnerable adults')

DO NOT COMPLETE SECTIONS E, F or X

- You must then send / bring it to the Registered Body, The Admissions Office, University of Chichester, Bishop Otter Campus, College Lane, Chichester. PO19 6PE or attend a CRB checking day which are held every Tuesday morning from 9.30am – 11.30am, or Thursday afternoon between 2pm-4pm.

Please send a cheque or postal order made payable to University of Chichester for the sum of £36.00 with your application. The University collects the payment on behalf of the CRB.

Your application will NOT be processed without this payment.

The application form must be accompanied by 1 proof of identity evidence

- Acceptable identity documents are:

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| Valid passport (any nationality) |
| UK Driving Licence , either photocard or paper. You must also supply the counterpart license if providing a photocard. |
| Original UK Birth Certificate (issued within 12 months of the date of birth) |

Also the application form must be accompanied by 2 proofs of address

- Acceptable proof of address documents are: (Original documents only – photocopies NOT accepted)

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| Bank or Building Society statement * |
| Utility Bill (Electricity, Gas, Water, Telephone – inc mobile phone contract / bill)* |
| Valid TV Licence |
| Credit Card statement* |
| Store Card statement* |
| Mortgage statement** |
| Valid insurance certificate |
| British work permit / visa** |
| Correspondence or a document from: the Benefits Agency, the Employment Service, the Inland Revenue or a Local Authority* |
| Financial statement (e.g. pension, endowment, ISA)** |
| Valid vehicle registration documents |
| Mail order catalogue statement* |
| Court Summons ** |
| Addressed payslip* |
| Child benefit book** |

* Documentation should be less than 3 months old

** Issued within the past 12 months

The application form must be accompanied by proof of National Insurance Number

- Acceptable N.I. Verification is:

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|---------------------------------|
| P45 /P60 Statement or a Payslip |
| National Insurance Card |

Please Note: You will have to sign for the documentation, If you would prefer to have the documents returned by Standard First Class Post then please specify in writing when sending in your Disclosure application form.

Once processed (this can take between 6-8 weeks depending on the number of applications being processed at CRB), a copy of the Disclosure is sent to you and a copy is sent to the Registered Body (University of Chichester). Please keep your copy safe as once we have seen the clearance we have to destroy our copy.

Upon receipt of the Disclosure, The University of Chichester will only contact you for further discussion if necessary.

**University of Chichester Admissions Office
(March 2010.)**