

Criminal Records Bureau Enhanced Disclosure

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

BA Primary Education and Teaching
BA Primary Education and Teaching Key Stage 2/3
Foundation Degree in Teaching and Learning Support
Foundation degree in IVT
BA Childhood Studies: Early Years
BA Childhood, Youth & Society
BA Physical Education and Teaching
PGCE Primary
PGCE Secondary
Mathematics Enhancement Course
BA and Diploma Humanistic Counselling
BA Social Work
Diploma in Higher Education in Youth & Community Work
Foundation Degree in Social Care

If you have already obtained an "ENHANCED Disclosure" recently (**within the past 6 months**), please could you send the original copy to the Admissions Office, we will return this to you within one week. You may then ignore the following details.

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.

If you do not already have 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 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**.

DO NOT COMPLETE SECTIONS E, F or X

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'

- You must then send / bring it to the Registered Body at the following address:
University of Chichester, Admissions Office, Bishop Otter Campus, College Lane,
Chichester, PO19 6PE

Please send a cheque or postal order made payable to University Of Chichester for the sum of £34.00 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:

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:

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:

P45 or P60 Statement
National Insurance Card

All documents must be originals NOT photocopies. We will return all documentation to you by Recorded Delivery within one week of receiving it.

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.

If you do not wish to post these documents you can bring them in, in person, to the Admissions Office on the **Bishop Otter Campus, Chichester**.

The Registered Body (University Of Chichester) will countersign the application form and send it to the CRB for processing.

Once processed (this can take between 1 to 2 months 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 College Chichester).

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

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.

University of Chichester Admissions Office (2005)