



CRIMINAL RECORD BUREAU (CRB) APPLICATIONS –purple form

A GUIDE FOR First Time UKA APPLICANTS AND EVIDENCE CHECKERS IN ENGLAND & WALES

To obtain a CRB Form the stages you need to follow are: -

Telephone the CRB on 0870 909 0844 and ask for an ENHANCED level disclosure.

You will be asked for information including –

- The Registered Body requiring you to make the application – **UK Athletics Ltd**
- The Registered Body number – **2252550000**

You will be asked for your position applied for- please state for example Coach, Official, Event Adjudicator or Team manager. If you are a student doing an athletics course as a requirement for your academic course, please state Student etc. You may be asked for Organisation name: If you are affiliated to a club please state your Club name, if not, state **UK Athletics Ltd**

You will be asked about payment – if you coach or help within a club or you are not paid during the time you coach please tell them you are a Volunteer and there will be no charge. If you are anything other you will be required to enclose a cheque for £44.00 payable to UKA.

UKA will post out CRB applications to coaches and officials when the licence is due for renewal. UKA will not accept telephone requests for application forms.

Section A (personal Details): You must complete all fields highlighted in **Yellow**.

Complete A1 to A4, if you cross yes for A4 you must provide previous names and dates in sections A5 to A13, ensure you provide any middle names. Complete A14 to A17; A20 to A27 (if you are in possession of the documents listed, you must provide the details), answer yes or no for A30 to A31; cross no for A28.

Section B & C (Address History): You must complete all fields highlighted in **Yellow**. You need to provide a 5 Year address history, please ensure all dates run continuously and there are no gaps. If you require additional address history sheet, they can be downloaded from the Criminal Records Bureau website.

Due to changes to the ISA you can ignore section D.

Section E: Please complete section E-55, 56 & 57 (you must sign and date the declaration).

Section W: Please ask the individual that checked your original documents (Evidence Checker) to insert their name in section W58 and cross yes to section W59. This will normally be a club representative that is registered with UKA Welfare. **If you are not attached to a club**, please take your form and documents to one of the following: Doctor, Lecturer, Teacher, Solicitor, Lawyer, Police Officer or line manager (if employed).

Section X: Please complete the following fields.

X60 = Yes. X61 = Coach/Official/Running Leader/Team Manager/Club Helper etc.

X62 = UKA or your club name X63 = Please cross Enhanced. X64 = Yes. X65 = Yes. X66 = No.

X67 = Filed that applies to you. X68 = Please cross the appropriate filed if you are a volunteer or paid coach. Ensure you enclose a cheque with your application if necessary for £44.00 payable to UKA.

Section Y: UKA Welfare staff will complete this section.

The completed form should now be sent to: Athletics Welfare PO Box 332, Sale Manchester M33 6XL

Under no circumstances should application forms be sent directly to the CRB

Please ensure you **DO NOT** send any original documents such as Passport/Driving Licence/Birth certificate with your form. If you require any assistance whilst completing your form please contact the UKA Welfare Office on 0161 223 4246.