

4. Sample Instruction Sheet

PROCESS TO OBTAIN CRB ENHANCED DISCLOSURE

- An application form can be obtained by telephoning the CRB on **0870 90 90 844** and pressing 1 when prompted. You will be asked the following questions:

Question	Answer
Registered Body Number	20708500009
Name of organisation	Bristol Diocesan Board of Finance Ltd
Level of Disclosure	Enhanced
Full Name	
Telephone number	
Postcode	
House number and first line of address	
Date of moving to that address	The precise date is required for this
Position applied for	For VOLUNTEERS a general term e.g. Youth Work Volunteer is suggested. EMPLOYEES OF THE CHURCH should use their job title
Name of Church	
Date of birth	

- a reference number will be given for use if queries arise
- the application form will be sent to you within 5 - 7 days
- when the form is received it should be checked to ensure that the information given has been correctly recorded and the remainder of the form should be completed. **Ensure that you read the guidance booklet enclosed with the form and that you have the correct identity documents available. A minimum of 3 documents are required, one of which must show your current address and be less than 3 months old**
- it is essential that forms are completed in BLACK INK. The CRB will NOT accept blue ink or blue 'gone over' with black ink - forms will be returned and the process will have to be restarted**
- if someone has had more than one address over a specified time these must be listed in STRICT CHRONOLOGICAL ORDER WITH NO GAPS - not even months. Again, forms will be returned and the process will have to be restarted**
- when the form has been completed it is necessary for it to be checked by a Diocesan CRB counter-signatory/document checker. The form and identity documents must be presented in person. Counter-signing sessions are arranged on a regular basis at Church House, 23 Great George Street, Bristol, or, alternatively, arrangements may be made with a document checker – your nominated person will have the details. Occasionally someone from Church House will be willing to visit a parish
- the counter-signatory will send the document to CRB
- there will be 2 copies of the disclosure. One will be sent to the applicant and the other to the counter-signatory
- The Diocese will let the appointing body know whether the appointment can proceed