

# Criminal Records Bureau Check

for CISWO & NUM nominated positions.



When completing a C.R.B. check CISWO will request original documentation

<b>Which documents do you need to supply?</b>	
<b>Can you produce any documents from Group 1?</b>	

<p>↓</p> <p><b>Yes</b></p> <p><b>3 documents must be seen</b></p> <p><b>One document from Group 1 plus any two from Groups 1 or 2</b></p>	<p>↓</p> <p><b>No</b></p> <p><b>5 documents must be seen</b></p> <p><b>Five documents from Group 2</b></p>
---	--

## LIST OF VALID IDENTITY DOCUMENTS

Group 1	Group 2
<p style="text-align: center;">Passport UK Birth Certificate UK Issued Driving License EU National Identity Card HM Forces ID Card UK Firearms License Adoption Certificate</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Other important information:</b></p> <p><b>National Insurance Number:</b> All individuals will need their National Insurance Number to hand.</p> <p><b>Address History:</b> the applicant must provide an history of address history for the past 5 years.</p> <p><b>Change of name:</b> If the applicant was adopted before the age of 10 they do not need to provide their surname at birth, but should give their adoptive name.</p> <p><b>Change of name:</b> If the applicant has changed their name by deed poll, we ask that a photocopy of the documentation be provided.</p> </div>	<p style="text-align: center;">Marriage/Civil Partnership Certificate Financial Statement** Birth Certificate Vehicle Registration Document P45/P60 Statement (UK) Mail Order Catalogue Statement Bank/Building Society Statement Court Claim Form (UK)** Utility Bill* Exam Certificate TV License** Addressed Payslip* Credit Card Statement* National Insurance Card (UK) Store Card Statement* NHS Card (UK) Mortgage Statement** Benefit Statement* Insurance Certificate** Certificate of British Nationality (UK) Council Tax Statement (UK)** Work Permit/Visa (UK) A Document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)* Connexions Card (UK) CRB Disclosure Certificate** Letter from a Head Teacher</p>
<p>* Documentation should be less than 3 months old. ** Issued within last 12 months</p>	