

# REPEAT CRB CHECK

Repeat CRB Check (RCRB) Form  
(England and Wales)



[scouts.org.uk/appointment](https://scouts.org.uk/appointment)

## You must

- Use **CAPITAL LETTERS** when completing the form.
- Complete all sections marked as **MANDATORY (in yellow)**. If you do not your form will be returned unprocessed and this will delay your application.
- Write clearly and insert only one character in each box.
- Mark choices in the box with a cross (X).

### Personal details

Membership No.

Role held in Scouting  Date of birth

Gender (M/F)  Title

Forenames

Known as

Surname

Email

Telephone (daytime)  Telephone (home)

Mobile

### Additional personal details for CRB application

Country of birth

Town/city of birth

Have you ever been known by any other names? Yes  No  (if 'yes' the below section is **MANDATORY**).

Forenames

Surname

Dates from and to  –

Forenames

Surname

Dates from and to  –

(use a continuation sheet if necessary, available from [scouts.org.uk/appointmentforms](http://scouts.org.uk/appointmentforms))

### Current home address

Address

Town/city

County

UK postcode  Country

At address since

## Previous address history for CRB application

You must provide all the addresses where you have lived in the past five years. There should be no gaps in dates, however overlapping is acceptable. If you have lived overseas within this period, please include these addresses. This section is **MANDATORY IF YOU HAVE LIVED AT YOUR CURRENT ADDRESS FOR LESS THAN FIVE YEARS.**

Previous address 1

Town/city

County

UK postcode  Country

At address from  until

Previous address 2

Town/city

County

UK postcode  Country

At address from  until

(Use a continuation sheet if necessary, available from [scouts.org.uk/appointmentforms](http://scouts.org.uk/appointmentforms)).

## Identity check for CRB application

If you answer 'yes' to any of these questions, the details related to that form of ID become **MANDATORY** fields.

### Do you have a National Insurance number?

Yes  No  National Insurance number

### Do you hold a valid UK driving licence?

Yes  No  Please note: CRB only accepts UK driving licences for identity checking purposes

Driving licence number  Date of birth

### Do you hold a valid passport?

Yes  No  Passport number  Date of birth

Nationality

Country of issue

## ISA (Independent Safeguarding Authority) registration

Do you have an ISA registration number? Yes  No

If yes, provide your number here:

Do you have a Scottish vetting and barring number? Yes  No

If yes, provide your number here:

Security information – name of first school

(You may be asked to provide this, together with other personal information, when contacting the ISA or CRB for security reasons).

## Applicant declaration

As a registered Data Controller, the Association is committed to the Data Principles of the Data Protection Act 1998.

By signing this application, I agree to The Scout Association during and beyond my involvement with Scouting:

- a) retaining my personal data to facilitate any present or potential future involvement with Scouting;
- b) retaining sensitive personal data regarding the commission of offences or alleged offences; and
- c) carrying out checks into my suitability to carry out a role in Scouting, including obtaining references and Criminal Records checks and registration with the ISA (if relevant).

## CRB fair processing notice

The Criminal Records Bureau will refer the details provided on this application to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the CRB for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on this application form may be used to verify your identity for authentication purposes.

Have you ever been convicted of a criminal offence or received a caution, reprimand or warning?

Yes  No

Please cross this box if you have supplied additional information

**Please note:** All convictions, including those that are spent, will show on your Criminal Records check. Some criminal convictions or behaviour may disqualify you from certain roles in Scouting, specifically any convictions which involve the harming of children, young people or vulnerable adults in any way. For more information, please contact the Confidential Team at Gilwell Park.

I confirm that I have read, understood and agreed to all the information provided in this form. I further confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

**Name of applicant**

**Signature**

**Date**

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## Proving your identity

After you have completed all the mandatory sections please return this form to the person who provided you with it. They will then ask you to provide a range of documents to confirm your identity. A list of acceptable documents can be found at [www.crb.gov.uk/id](http://www.crb.gov.uk/id)

## Identity documents

- You must provide **original documents only**; photocopies will not be accepted.
- At least one document must confirm your **current name**.
- At least one document must confirm your **date of birth**.
- At least one document must confirm your **current address** and be no older than three months.
- Wherever possible, where you hold a document containing a photograph from the approved identity documents list, this should be submitted.

## Applicant checklist

- Complete form, ensuring **MANDATORY fields (in yellow)** are answered.
- Provide all addresses within the past five years.
- Ensure declaration is signed.
- Include all identity documents and continuation sheets (if you have used any).

## Identity checker (not to be completed by applicant)

Have you established the true identity of the applicant, by examining a range of documents as set out at [www.crb.gov.uk/id](http://www.crb.gov.uk/id), and verified the address and identity information provided on this form?

Yes  No

Please list the documents you have seen to verify their identity:


**This application is for:**

An existing post holder who has not been CRB checked before

**OR**

An existing post holder who is being re-checked

**Evidence seen and checked by:**

**Membership number**

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