



CRB APPLICATIONS - TIPS FOR COMPLETION & COMMON MISTAKES

Please read through these guidelines before completing your form.

General mistakes

| <u>Area</u> | <u>Description</u> | <u>What should you do?</u> |
|-----------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Completing application form | Please use BLACK ink | CRB will not accept any blue ink on the form, even over written in black. If you have used blue ink your form will be rejected and you will be asked to complete and resubmit a new one. |
| Correcting mistakes | <u>DO NOT USE</u> correction fluid | If you make a mistake, put a line through the mistake and correct it to the right. |
| Dates | Completing Date fields with format: DD/MM/YYYY MM/YYYY | These fields should be completed as below: 25/12/2010 12/2010 Be careful not to mistake the second format MM/YYYY as requiring the date/month and year. |
| Continuation sheets | Completing the new continuation sheet | In line with the application form, when you list additional names on a continuation sheet, you must include the Surname/Forename and period that the name was used for each additional name. |

ALL SECTIONS HIGHLIGHTED IN YELLOW THROUGHOUT THE FORM ARE MANDATORY.

Section B – Current address

The full current address details must be completed, including town/city, country and full postcode if they have a UK address.

B37 – Please ensure this is completed in **mm/yyyy** format. Forms will be rejected if the month is not included.

Section C - Previous addresses

Please enter the details of previous address(es) if the date entered at B37 is less than 5 years, using a continuation sheet if necessary.

If the applicant has been **OVERSEAS** and travelling then they should write 'OVERSEAS' in C38 and need only to provide the Country, and dates they were in that Country.

Section D – ISA Registration

DO NOT COMPLETE THIS SECTION

The ISA registration phase of the VBS scheme has been halted; as a result customers cannot apply for ISA registration at this stage.

Section E – Declaration by the applicant

E55 – Forms will be rejected if this section has not been completed.

Please make sure the form is signed and dated.

