



# BRITISH FENCING

BRITISH FENCING  
1 BARON'S GATE  
33-35 ROTHSCHILD ROAD  
LONDON. W4 5HT  
T: +44 (0) 20 8742 3032  
F: +44 (0) 20 8742 3033  
[www.britishfencing.com](http://www.britishfencing.com)

## Criminal Records Bureau Clearance Guidelines

Clearance forms can only be obtained from BF Headquarters.

A CRB application form e-guide can be found here <http://www.crb.homeoffice.gov.uk/eguide>

**BF will only process applications from BF members.** Professional coaches are required to pay the current CRB fee of £36 (made payable to BF)

**Section A** – Question 28 – *Do you have an ISA registration number, will NOT be a mandatory field and can be omitted.*

**Section D** – *apply for registration with ISA can be omitted – if you complete this section the CRB will ignore it and only process the application for a CRB check*

**Section X** – Question 61 – Position applied for – only the first 30 characters of this field will be recognised

### General Rules

- Write clearly in CAPITAL LETTERS using black ink and place only one letter or number in each box. Leave a blank box as a space between words.
- If any of the fields are not relevant to your particular application, please leave them blank. Do not strike through any of the sections or state that a field is 'not applicable' or 'N/A'.
- Do not write anything outside the boxes on any part of the form, including the front page.
- Do not place any stickers or stamps on the form, for example address labels.
- Do not use correction fluid.
- If you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it.
- If you make a mistake when writing in your details, put a line through the mistake and, if enough empty boxes remain in that field, write the correct information starting in the next available text box to the right. If there is not enough space, you must include the information instead on an official continuation sheet.
- Continuation sheets can be downloaded from the CRB website: [www.crb.homeoffice.gov.uk/continuation](http://www.crb.homeoffice.gov.uk/continuation)
- Use them to record information that is required but which you are not able to fit in the boxes provided on the application form, such as 'other names' combinations and 'other addresses'.
- Follow the same general rules when filling in the continuation sheet that are outlined here for completing the application form.
- Include the application form reference number (located on the front of the form) along with your name and date of birth on the continuation sheet to ensure that it can be matched up to your form.
- Do not attach anything to the form by any means. Continuation sheets should be placed inside the relevant application form.
- As an applicant, you must complete all of the mandatory information – that is, the fields marked in yellow - in Sections a, b, c, d and e and all other fields that are relevant to your application. **Please do not complete Section A Question 28**
- If you answer 'yes' to any of the mandatory fields marked in yellow, you must then go on to complete the rest of the details requested. Please be aware that, if any required information is missing, your form will be rejected and your application delayed.

### SECTION A – APPLICANT'S DETAILS

Section 'a' requires you, the **applicant**, to record your full name, gender, date and place of birth and other information relating to your personal documentation.

**[a1] TITLE:** Place an X in the box against your title. If your title is not listed don't cross any of the boxes but instead write your title in the space provided. As crossing the 'Mrs' box tells us that you are married, we will need to see your maiden name later on in the form as part of your 'other name' combinations. This, of course, is the case for anyone that is or has been married.

**[a2-3] FULL NAME:** Write your current name in full, including your surname and all your forenames, even if you don't use them regularly. Remember to write in capital letters and leave a blank box as a space between each name. If there are not enough boxes for you to provide all of your forenames then please record any additional names on a continuation sheet.

**[a4-13] OTHER NAMES:** Next, you must tell us if you have ever been known by any other names – this includes surnames and forenames. This could be through marriage, civil partnership, divorce, deed poll or for any other reason. If you have used other names, you must cross the 'yes' box against a4 and then provide us with all the combinations of both your forenames **and** surnames that you have used.

These fields work in groups of three, a5 to a7, a8 to a10 and a11 to a13. Make sure that with each surname you provide you also include the forename or forenames that you used with that surname, and the dates between which you used each of these name combinations. As indicated by the lettering in the boxes MMYYYY, the dates in this section should be provided using the month and the full year.

If any of these pieces of information are missing, your form will be rejected and your application delayed.

**[a14] DATE OF BIRTH:** For example, if you were born on 29th March 1968, you would place '29' in the 'D' boxes and '03' in the 'M' boxes, followed by the year of your birth in full, '1968 in the 'Y' boxes..

**[a15] GENDER:** Place an X against your gender. Transgender applicants should contact the CRB Transgender Line on 0151 676 1452 or email [crbsensitive@crb.gsi.gov.uk](mailto:crbsensitive@crb.gsi.gov.uk) for further advice.

**[a16-17] PLACE OF BIRTH – TOWN & COUNTRY:** Provide both the town and the country in which you were born.

If you place a cross against one of the 'yes' boxes, for example to indicate that you hold a valid passport, you must then also provide the details requested about that particular document. In this case, your passport number, nationality and the country of issue.

#### **SECTION B – CURRENT ADDRESS**

Sections b and c of the application form ask you for details of your five-year address history.

Provide the address where you are currently living in section b. This will be where we will write to you and send the results of your CRB check. The CRB require a complete address history going back a full five years prior to the date you complete your application.

There should be no gaps in your address history as this would prevent your application from being processed.

#### **SECTION E - DECLARATION**

Once you have filled in all parts of sections a, b and c that are required for your application, you must fill in section E.

**[e55] CRIMINAL RECORD:** Place an X in the relevant box to indicate if you have ever been convicted of a criminal offence or received a caution, reprimand or warning.

**[e56-57] DECLARATION:** Before signing the form, you must read the declaration. If you agree that the information you have provided in the application is complete and true, sign the form. Please ensure that your signature is contained within the box provided and then date the form.

#### **SECTION W – EVIDENCE OF IDENTITY**

Evidence of identity should be verified by either your Club, County or Regional Chairman/Secretary, who must be members of the BFA and must see you in person and see your original documents and ensure all details are correct. Or by Piers Martin and Ismay Cowen who must see you in person.

#### **SECTION X - APPLY FOR A CRB CHECK**

Please complete X60, X61 and X62. BF will complete all other sections of Section X

#### **SECTION Y – STATEMENT BY REGISTERED PERSON**

Please do not complete any of Section Y. BF will complete this section then send the form to the CRB.

**FINALLY, PLEASE MAKE A NOTE OF YOUR FORM REFERENCE SO YOU CAN CHECK THE PROGRESS OF YOUR APPLICATION ONLINE AT [www.crb.homeoffice.gov.uk/tracking](http://www.crb.homeoffice.gov.uk/tracking)**