UKHCA Disclosure Application Form

Disclosure

Service

**UKHCA**

You can reduce errors and speed up your application process saving you time and money by completeing this application online.

See [www.ukhca.co.uk/disclosure/getonlineaccess.aspx](http://www.ukhca.co.uk/disclosure/getonlineaccess.aspx) to get started.

Please complete the form as full as possible as omissions may cause delays in the processing of the application.

A full 5 year address history must be provided with no gaps in the dates.

All details provided on the form will be sent electronically to the Criminal Records Bureau for processing.

Organisation  Job Role

Title Mr Mrs

Ms Miss

Other

Forename Surname Middle Name 1

Middle Name 2

Middle Name 3 Date of Birth

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D | D | M | M | Y | Y | Y | Y |

Gender

Male

Female

Address 1 

Address 2  Town  County  Postcode  Country 

Y Y Y Y

M M

Resident From Telephone

Surname at Birth  Used Until

Y Y Y Y

M M

Town of Birth  County of Birth  Country of Birth 

Nationality at Birth

# All other addresses used in the last 5 years

Address 1 

Address 2  Town  County 

Postcode Country

Resident From Resident To

Y Y Y Y

M M

Y Y Y Y

M M

Address 1 

Address 2  Town  County 

Postcode Country

Resident From Resident To

Y Y Y Y

M M

Y Y Y Y

M M

Address 1 

Address 2  Town  County 

Postcode Country

Resident From Resident To

Y Y Y Y

M M

Y Y Y Y

M M

# All other names used

Surname Used From

Surname Used From

Surname Used From



Used To

Y Y Y Y

M M

Y Y Y Y

M M

Y Y Y Y

M M

Y Y Y Y

M M

Y Y Y Y

M M

Y Y Y Y

M M



Used To



Used To

Forename Used From

Forename Used From



Used To

Y Y Y Y

M M

Y Y Y Y

M M

Y Y Y Y

M M

Y Y Y Y

M M



Used To

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D | D | M | M | Y | Y | Y | Y |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D | D | M | M | Y | Y | Y | Y |

# All other identity documents seen

Driving Licence Number Issue Country

Issue Date

Type

Paper

Photo

Passport Number

Issue Date

Nationality

P45/P60 Statement (less than 12 months old) (UK

& Channel Islands)

Adoption Certificate (UK)

Birth Certificate (UK & Channel Islands) - issued

within 12 months of date of birth

Certified copy of Birth Certificate (UK and Channel

Islands) - issued after 12 months of date of birth

Biometric Residence Permit (UK)

HM Forces ID Card (UK)

Fire Arms Licence (UK)

Marriage/Civil Partnership Certificate (UK)

Bank/Building Society Statement (UK or EEA) (less

than 3 months old)

Mortgage Statement (UK or EEA) (less than 12

months old)

Credit Card Statement (UK or EEA) (less than 3

months old)

Financial Statement (less than 12 months old) -

e.g. pension, endowment, ISA (UK)

Work Permit/Visa (UK) (UK Residence Permit)

(valid up to expirey date)

Council Tax Statement (UK & Channel Islands)

(less than 12 months old)

Benefit Statement (less than 3 months old) - e.g.

Child Allowance, Pension

Bank/Building Society Account Opening

Confirmation Letter (UK) (less than 3 months old)

Cards carrying the PASS accreditation logo (UK and

Channel Islands) Electricity Bill (UK) (less than 3 months old)

Land line Telephone Bill (NOT a mobile phone bill)

(UK) (less than 3 months old) Gas Bill (UK) (less than 3 months old)

Water Bill (UK) (less than 3 months old)

A document from Central/Local Government/ Government Agency/Local Authority giving entitlement (UK & Channel Islands) (less than 3 months old)- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social

Security

If you have seen 1 or more

Group 1 document

EU National ID Card

Letter from Head Teacher or College Principal (UK) (16-19 year olds in full time education - only used in exceptional circumstances when all other

 documents have been exhausted) Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only - valid only for applicants residing outside of the UK at time of

application)

and seen at least 2 other documents (including a

document that verifies address) external validation will not be required.

You must have seen at least 1 and at least 2 other documents (including a

Group 2a document

document that verifies address) to qualify for external validation. Otherwise we will be unable to

process the application. Further information is available at [www.ukhca.co.uk/disclosure/identity.aspx](http://www.ukhca.co.uk/disclosure/identity.aspx)

National Insurance Number

Mother’s Maiden Name

Required if using “Route 2” only

Bank Account Number

Bank Sort Code

# For completion by the employer

Disclosure Type

Will the applicant be working with vulnerable adults? Will the applicant be working with children?

Would you like to perform an ISA Adult First check on the applicant?

Does the applicant’s identity need to be externally verified?

Enhanced

Yes Yes Yes Yes

Standard

No No No No

Will the applicant be employed as a volunteer? Yes No

Preliminary Verifier

## I confirm that the I have established the true identity of the applicant, by examining a range of documents as set out in CRB guidance and verified the information provided by the applicant as it has been entered.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D | D | M | M | Y | Y | Y | Y |

Preliminary Verifier

Signature

Date

# Declaration by the applicant

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

Yes No

## I 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.

Applicant’s

Signature

Date

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D | D | M | M | Y | Y | Y | Y |

Once this form is completed in it’s entirity you should return it with payment to

UKHCA Disclosure Service Group House

52 Sutton Court Rd Sutton

SM1 4SL

Details of our current prices can be found at [www.ukhca.co.uk/disclosure/crbcosts.aspx](http://www.ukhca.co.uk/disclosure/crbcosts.aspx)

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