



CRB Online Disclosure Guide (e-Bulk)  
Applicant's Guidance Notes

## Applicant's Guidance Notes

An online CRB check can be completed by accessing the internet from any PC/Laptop that has this facility. If you don't own your own computer you can go to any internet café or local library.

If you require assistance with any aspect of this process please call the helpline on: 0870 850 2516 Monday to Friday 9.00 to 5.30.

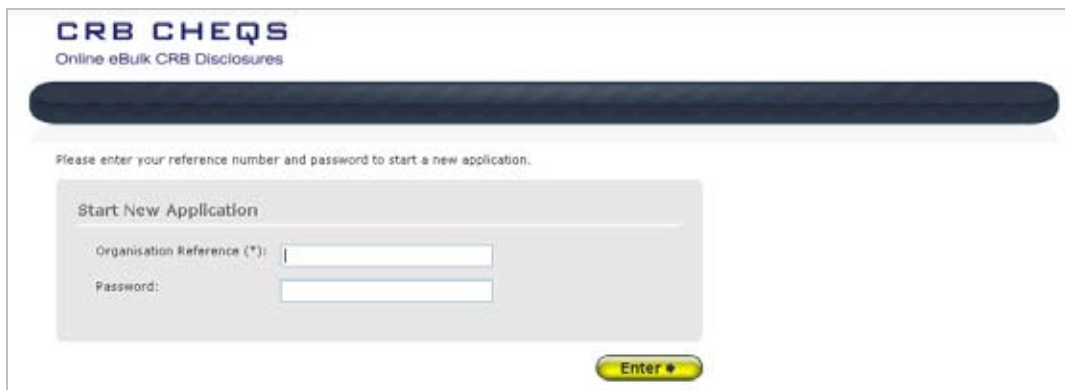
### Logging onto the system.

Please enter the following address in the web browser:

<https://disclosure.capitarvs.co.uk/cheqs/rbLogin.do>

You will now be on the main login page. NB \*Please note at this stage of the process your login details are case sensitive.

1. Click on 'CRB Application Form' (first orange box icon), this will take you to the start of the application process.
2. Enter DLCU against Organisation Reference.
3. Enter the password indicated on the letter issued to you by Capita Recruitment Vetting Service. If you have any difficulties with the login process please contact the E-Bulk Team on 0870 850 2516.



CRB CHEQS  
Online eBulk CRB Disclosures

Please enter your reference number and password to start a new application.

Start New Application

Organisation Reference (\*):

Password:

Enter \*

Once you have completed this section click 'Enter'.

The application form is a simple 5 step process. Please complete all fields.

Mandatory fields are denoted by (\*)

Mistakes on the application form will cause delays in processing.

# Section 1 – About You

Please enter your personal details. If you have a middle name(s) ensure that you enter the details.

## EBULK DISCLOSURES

CRB Approved E-Bulk Software Solution

1) About You : 2) Address History : 3) Additional Info : 4) Employment : 5) Confirm

The application form is a simple 5 step process, please complete all fields provided.  
Mandatory fields are denoted by (\*)

### Personal Details

Title (\*):

Forename (\*):

Middle name 1:

Middle name 2:

Middle name 3:

Surname (\*):

Date of birth (\*):

Gender (\*):

NI Number:

### Contact Details

Language (\*):

To speed up the resolution of any queries with your application please provide a telephone number or email address we can use to contact you

Telephone No:

Email Address:

Next ➔

### Information

**Middle Names**  
If you have more than 3 middle names just enter the first 3 in the fields provided.

**Language**  
This determines whether the disclosure certificate will be printed in English or Welsh.

Once you have completed this section click 'Next'.

## Section 2 – Address History

Please enter your current address. If you haven't lived at this property for more than five years click on the 'Add Address' button to add any additional addresses. You can edit dates by clicking on the 'Edit' button.

### Address Dates

There cannot be any gaps/overlaps in your address history. Please make sure that the month and year of each address follows that of the previous address, e.g. if you moved house in January 2009 ensure that this date is repeated as your last date at your previous address and also the first date that you moved into your new address.

### Postcode

If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

### Foreign Addresses

If you cannot supply the address for a foreign country then please enter 'No fixed abode' for Address Line 1 and Town.

**EBULK DISCLOSURES**  
CRB Approved E-Bulk Software Solution

1) About You : **2) Address History** : 3) Additional Info : 4) Employment : 5) Confirm

Please enter your current address

**Current Address**

Address Line 1 (\*):

Address Line 2:

Town (\*):

County:

Country (\*): -- Please select --

Postcode (\*):

Date from (\*): -MM- -YYYY-

[Previous](#) [Next](#)

**Information**

**Address Dates**  
There cannot be any gaps in your address history. Please make sure that the month and year of each address follows that of the previous address.

**Postcode**  
If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

**Foreign Addresses**  
If you cannot supply the address for a foreign country then enter please enter "no fixed abode" for address line 1 and town.

Once you have completed this section click 'Next'.

## Section 3 – Additional Info

### Place of Birth

Please enter details for your place of birth and add any additional surnames used.

### Changed Surname

If you have changed your surname please provide your birth surname and the year you changed it.

### Other names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename, middle name(s) and surname separately using the 'Add Name' button below.

**EBULK DISCLOSURES**  
CRB Approved E-Bulk Software Solution

1) About You : 2) Address History : **3) Additional Info** : 4) Employment : 5) Confirm

Please complete the following additional information

#### Place of Birth

Town (\*):

County:

Country (\*):

Nationality:

Have you changed your birth surname? (\*):

#### Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Name' button below.

Name	Type	From	To
No records have been created			

#### Information

**Changed Surname**  
If you have changed your surname please provide your birth surname and the year you changed it.

**Other names**  
If you have used any other names at any time during your lifetime please provide them.

Once you have completed this section click 'Next'.

## Section 4 – Employment Details

### Position Applied For

Please provide the name of the position you are applying for, e.g. Administrative Assistant

### Employer Name

This has been defaulted to the organisation you are applying through but can be amended if required.

**EBULK DISCLOSURES**  
CRB Approved E-Bulk Software Solution

1) About You : 2) Address History : 3) Additional Info : **4) Employment** : 5) Confirm

Please complete the fields below

**Employment Details**

Position Applied For (\*):

Employer Name (\*):

**Conviction History**

An 'unspent' conviction is any conviction that is still held on your criminal record.  
If your conviction has been 'spent' (e.g. you committed a minor offence sometime ago that has since been removed from your record) you do not have to answer 'yes'.

Do you have any unspent convictions? (\*):

**Information**

**Position Applied For**  
Please provide the name of the position you are applying for.

**Employer Name**  
This has been defaulted to the organisation you are applying through but can be amended if required.

**Conviction History**  
If you have any unspent convictions you must select Yes.  
For more information see [Rehabilitation of Offenders Act](#)

### Conviction History

If you have never committed a criminal offence then please select 'no'.

If you have an 'unspent' conviction then please select 'yes'. An 'unspent' conviction is any conviction that is still held on your criminal record.

If your conviction has been 'spent' (e.g. you committed a minor offence sometime ago that has since been removed from your record) you do not have to answer 'yes'.

For more information see Rehabilitation of Offenders Act 1974 at:

<http://www.dft.gov.uk/pgr/security/crc/rehabilitationofoffendersact1974>.

This will give you guidance as to whether your conviction is 'unspent' or 'spent'.

Once you have completed this section click 'Next'.

## Section 5 – Confirmation and Consent

Now read through your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application click on 'edit' next to the section of the form that requires changes.

At the end of the application please make sure that you complete the Applicant Consent section

By completing the form you will be consenting to the transfer of your information to the Criminal Records Bureau for the purpose of a Disclosure Application.

You will be required to confirm that the information that you have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Please tick the box on the application as shown to indicate your consent:

Finally click 'Complete'.

You have now completed your application form and you will be given a reference number. Please make a note of this number for reference purposes, as your employer may ask you for it. If you entered an email address onto your application form you will receive a confirmation email containing these details.

Your form will now be processed by your employer and then sent onto the CRB.

### Identity verification

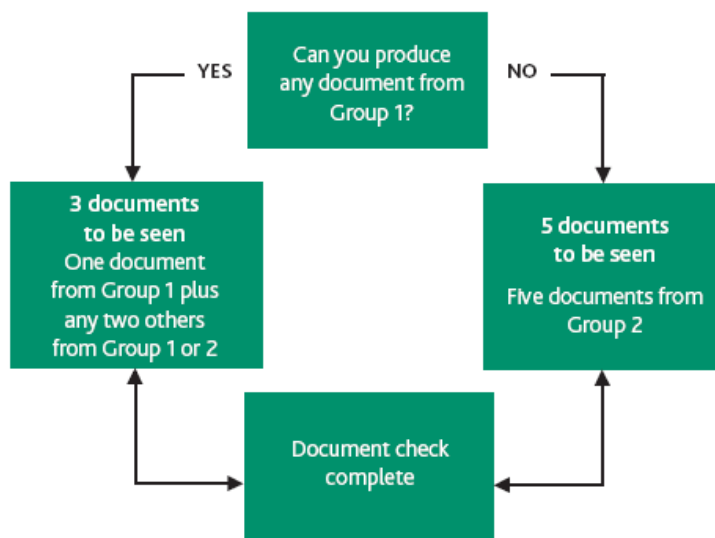
In line with the CRB code of practice all applicants requiring a CRB check must have their identity verified.

#### How do I have my identity verified?

Identification is verified using the Veri-fy service through the Post Office. You should have been issued with a Veri-fy form with your registration letter from Capita Recruitment Vetting Service. All original documentation will need to be presented at a post office with the accompanying Veri-Fy form. Please see below for a list of all acceptable forms of identification. If you have any queries in regards to the Post Office Veri-fy Service please contact the E-Bulk Team on 0870 850 2516 (lines open 9:00am - 5:30pm).

#### What Documents Do I Need to Produce?

NB. At least one document must show your current address and at least one document must show your date of birth.



## Table of Acceptable Group 1 and Group 2 Documents

Group 1
Valid passport (any nationality) Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable) UK Driving Licence (photo card & counterpart or old style paper licence) Valid photo identity card (EU countries only) UK Firearms Licence Adoption Certificate HM Forces ID Card

Group 2		
Issued whenever	Issued within last 3 months	Issued within last 12 months
<ul style="list-style-type: none"> <li>• Marriage certificate</li> <li>• 'Re-issued' UK birth certificate, issued after 12 months of date of birth (full or short form acceptable)</li> <li>• Valid NHS Card</li> <li>• Exam certificate (e.g. GCSE, NVQ)</li> <li>• Valid vehicle registration document</li> <li>• Valid TV Licence</li> <li>• Certificate of British nationality</li> <li>• Valid insurance certificate</li> <li>• National Insurance number card</li> <li>• Connexions card</li> <li>• Asylum registration card</li> </ul>	<ul style="list-style-type: none"> <li>• Utility bill (electricity, gas, water, telephone, mobile phone contract / bill)*</li> <li>• Credit card statement*</li> <li>• Store card statement*</li> <li>• Mail order catalogue</li> <li>• statement</li> <li>• Correspondence or a document from: the Benefits Agency;</li> <li>• Employment Service; Inland Revenue; or a Local Authority</li> <li>• Addressed payslip</li> <li>• Bank or building society statement</li> <li>• Letter from Head Teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Financial statement (e.g. pension, endowment, ISA)</li> <li>• Child benefit book</li> <li>• Work permit / visa</li> <li>• Mortgage statement*</li> <li>• P45/P60 statement</li> <li>• Court summons</li> <li>• Disclosure certificate (issued in the last 12 months)</li> </ul>