

UKHCA Disclosure Application Form



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

See 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 Gender Male Female

Address 1

Address 2

Town

County

Postcode Country

Resident From

Telephone

Surname at Birth

Used Until

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

Address 1

Address 2

Town

County

Postcode Country

Resident From Resident To

Address 1

Address 2

Town

County

Postcode Country

Resident From Resident To

All other names used

Surname

Used From Used To

Surname

Used From Used To

Surname

Used From Used To

Forename

Used From Used To

Forename

Used From Used To

Passport Number	<input type="text"/>	Issue Date	<input type="text"/>
Nationality	<input type="text"/>		

Driving Licence Number	<input type="text"/>		
Issue Country	<input type="text"/>		
Issue Date	<input type="text"/>	Type	Paper <input type="checkbox"/> Photo <input type="checkbox"/>

All other identity documents seen

Biometric Residence Permit (UK) <input type="checkbox"/>	Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth <input type="checkbox"/>
Certified copy of Birth Certificate (UK and Channel Islands) - issued after 12 months of date of birth <input type="checkbox"/>	Adoption Certificate (UK) <input type="checkbox"/>
Marriage/Civil Partnership Certificate (UK) <input type="checkbox"/>	Fire Arms Licence (UK) <input type="checkbox"/>
HM Forces ID Card (UK) <input type="checkbox"/>	P45/P60 Statement (less than 12 months old) (UK & Channel Islands) <input type="checkbox"/>
Bank/Building Society Statement (UK or EEA) (less than 3 months old) <input type="checkbox"/>	Mortgage Statement (UK or EEA) (less than 12 months old) <input type="checkbox"/>
Credit Card Statement (UK or EEA) (less than 3 months old) <input type="checkbox"/>	Financial Statement (less than 12 months old) - e.g. pension, endowment, ISA (UK) <input type="checkbox"/>
Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date) <input type="checkbox"/>	Council Tax Statement (UK & Channel Islands) (less than 12 months old) <input type="checkbox"/>
Benefit Statement (less than 3 months old) - e.g. Child Allowance, Pension <input type="checkbox"/>	Bank/Building Society Account Opening Confirmation Letter (UK) (less than 3 months old) <input type="checkbox"/>
Cards carrying the PASS accreditation logo (UK and Channel Islands) <input type="checkbox"/>	Land line Telephone Bill (NOT a mobile phone bill) (UK) (less than 3 months old) <input type="checkbox"/>
Electricity Bill (UK) (less than 3 months old) <input type="checkbox"/>	Gas Bill (UK) (less than 3 months old) <input type="checkbox"/>
Water Bill (UK) (less than 3 months old) <input type="checkbox"/>	EU National ID Card <input type="checkbox"/>
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 <input type="checkbox"/>	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) <input type="checkbox"/>
	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) <input type="checkbox"/>

If you have seen 1 or more **Group 1 document** 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 **Group 2a document** and at least 2 other documents (including a 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

National Insurance Number	<input type="text"/>
Mother's Maiden Name	<input type="text"/>
Required if using "Route 2" only	
Bank Account Number	<input type="text"/>
Bank Sort Code	<input type="text"/>

For completion by the employer

Disclosure Type

Enhanced Standard

Will the applicant be working with vulnerable adults?

Yes No

Will the applicant be working with children?

Yes No

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

Yes No

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

Yes 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.

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

Once this form is completed in it's entirety 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

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 to get started.