

Final Checklist

Before you forward your CRB application please check that you have included the following:

- Have you provided a complete and continuous address history for the past 5 years – with no gaps? ☐
- Have you included the correct number and type of **original** documents required to determine your identity? (No photocopies) ☐
- Have you included a cheque or your confirmation of on-line payment email as proof of payment? ☐
- Have you enclosed the completed ID documents provided sheet?
- Have you signed and dated the form in Section E of the application form (item 56 and 57)? ☐
- If you have included official continuation sheets, have you remembered to clearly write the following at the top of every page: ☐
 - **Form reference number** (found on the front page of the application form, in the top right hand corner). e.g. **F0123456789**
 - Your name
 - Your current address and postcode

PLEASE NOTE: Due to the nature of the documents being sent, it is strongly advised that you send your application pack via a **secure route**.