UKHCA Disclosure Application Form

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.

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 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	Cou	ntry	
Resident From	MMYYYY		
Telephone			
Surname at Birth			
Used Until	MMYYYY		
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 Country Postcode Resident To Resident From All other names used Surname Used From Used To Surname Used From Used To M Surname **Used From** Used To Forename Used To Used From Forename **Used From** Used To

Passport Number	Issue Date				
Nationality					
Driving Licence Number					
Issue Country					
Issue Date	Type Paper Photo				
All other identity documents seen					
Biometric Residence Permit (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	Adoption Certificate (UK)				
Marriage/Civil Partnership Certificate (UK)	Fire Arms Licence (UK)				
HM Forces ID Card (UK)	P45/P60 Statement (less than 12 months old) (UK & Channel Islands)				
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)	Land line Telephone Bill (NOT a mobile phone bill) (UK) (less than 3 months old)				
Electricity Bill (UK) (less than 3 months old)	Gas Bill (UK) (less than 3 months old)				
Water Bill (UK) (less than 3 months old)	EU National ID Card				
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	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)				
and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security	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)				
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					
Mother's Maiden Name					
Required if using "Route 2" only					
Bank Account Number					

For completion by the employer						
Disclosure Type	Enhanced	Standard X				
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	Date D D M	MYYYY				
Signature						
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 th and true and understand that knowingly to make a false statement criminal offence.						
Applicant's Signature	Date D D M	MYYYY				
Once this form is completed in it's entirity you should return it with paymer	nt to					
LIKHCA Disclosura Sarvica						

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

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