

Continuation Sheets - Guidance Notes

Countersignatories are responsible for the correct completion of Disclosure application forms. Where possible, Countersignatories should only record the information required in the relevant boxes provided on the Disclosure application form.

Where this is not possible, Countersignatories should submit a 'continuation sheet' together with the application form. This can simply be a sheet of A4 paper, or alternatively, you can use the attached template.

The CRB receives a number of continuation sheets where:

- The sheet cannot be associated to an application form, which can lead to further requests for additional information; or
- The information recorded on the sheet is not required by the CRB.

To get the best out of the service, please read and adhere to the following guidance.

Do's

- Use a continuation sheet to list all of the identity documents you have seen, where you have been unable to record them all on the application form.
- Use a continuation sheet to tell us about additional names, including the period that the name was used entering the 'from' and 'to' dates in MM/YYYY format, and clearly show whether the name is a 'forename or 'surname'.
- Use a continuation sheet to tell us about any additional address history, entering the 'from' and 'to' periods in MM/YYYY format. You should include overseas addresses where necessary.
- Clearly label the sheet 'Continuation Sheet'.
- Use black ink and write clearly in BLOCK CAPITALS only.
- Write the form reference number (located on the front of the form), and the applicant's current name and address clearly at the top of the sheet.
- Place a cross in Section H, Item 67 on the application form, indicating that you have submitted a continuation sheet.
- Insert any continuation sheets between the pages of the relevant application form, ready for sending to the CRB, to ensure all the information is kept together.

Example of a continuation sheet

| | | |
|--------------------------------|---------------------|-------------------|
| <i>CONTINUATION SHEET</i> | | |
| <i>FORM REF: F1234567890</i> | | |
| <i>NAME: SUSAN BLOGGS</i> | | |
| <i>ADDRESS: 3 FLOWER ROAD,</i> | | |
| <i>HAMPFORD,</i> | | |
| <i>COUNTYSHIRE C23 8TY</i> | | |
| <i>ITEM NO.</i> | | |
| <i>22</i> | <i>SURNAME USED</i> | <i>SMITH</i> |
| <i>23</i> | <i>USED FROM</i> | <i>1998</i> |
| <i>24</i> | <i>USED TO</i> | <i>2000</i> |
| <i>36-37</i> | <i>ADDRESS</i> | <i>1 HIGH ST</i> |
| <i>38</i> | <i>TOWN/CITY</i> | <i>TOWNSVILLE</i> |
| <i>39</i> | <i>COUNTY</i> | |
| <i>COUNTYSHIRE</i> | | |
| <i>40</i> | <i>POSTCODE</i> | <i>CO1 1Y2</i> |
| <i>41</i> | <i>COUNTRY</i> | <i>UK</i> |
| <i>42</i> | <i>FROM</i> | <i>031995</i> |
| <i>43</i> | <i>TO</i> | <i>041999</i> |

Don'ts

- **DON'T** try to write or squeeze information in the spaces between fields on the form.
- **DON'T** staple the continuation sheet to the application form.
- **DON'T** send in originals or copies of the documents recorded on the continuation sheet.
- **DON'T** send in any additional information, correspondence, or documentation that is not required by the CRB.

Please note

Failure to comply with any of the above will result in the application form being returned for correct completion and may delay the application.

For further information

For more information, please call the CRB Information line on 0870 90 90 811.

CONTINUATION SHEET

FORM REFERENCE NUMBER:

APPLICANT'S NAME:

APPLICANT'S ADDRESS:

ADDITIONAL INFORMATION:

PLEASE NOTE YOU MUST ONLY PROVIDE INFORMATION REGARDING NAMES, ADDRESSES AND DOCUMENTS SEEN TO VALIDATE THE APPLICANT'S IDENTITY. PLEASE ENSURE YOU WRITE CLEARLY AND LEGIBLY TO AVOID ANY MISUNDERSTANDING.