

# CRB Checking Service

## ID Requirements:

Can the applicant produce ANY documents from **Group 1**? *(see details below)*

YES ↓

Then **only 3 Documents** need to be produced:  
**1 Document from Group 1, PLUS 2 others.**  
 These other 2 can be from either Group 1 or 2  
 (1 document MUST include the current address)

NO ↓

Then **5 Documents** need to be produced:  
 All from Group 2  
 (1 document MUST include the current address)

## Guidance on Photographs:

**As an additional security measure, the CRB Certificate issued, once the check is completed, will include a photograph of the holder.**

So in addition to the listed documents to be produced for checking, the applicant must also provide a “passport style photograph” showing the head and shoulders against a white background. It must be clear and will be checked against documents provided.

## GROUP 1

- A valid Passport
- A valid UK Driving Licence
- An original British Birth Certificate (issued within 12 months of date of birth)
- Valid Photo Identity Card (EU countries only)
- UK Firearms Licence

## GROUP 2

- Marriage Certificate
  - Non-Original UK Birth Certificate (Issued after 12 months of date of birth)
  - Valid TV Licence
  - Valid Insurance Certificate
  - Certificate of British Nationality
  - Valid Vehicle Registration Document
  - National Insurance Number Card
  - Exam Certificate (e.g. GCSE, NVQ)
  - Connexions Card
  - Valid NHS Card
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| <p><b>LESS THAN 12 MONTHS OLD</b></p> <ul style="list-style-type: none"> <li>• P45 / P60 Statement</li> <li>• Store Card Statement</li> <li>• Mortgage Statement</li> <li>• British Work Permit / VISA</li> <li>• Financial Statement<br/>(e.g. pension, endowment, ISA)</li> <li>• Child Benefit Book</li> <li>• Court Summons</li> </ul> | <p><b>LESS THAN 3 MONTHS OLD</b></p> <ul style="list-style-type: none"> <li>• Bank or Building Society Statement</li> <li>• Utility Bill (electricity, gas, water, telephone including mobile phone contract or bill)</li> <li>• Credit Card Statement</li> <li>• Correspondence or Documents from:<br/>The Benefits Agency, The Employment Service, The Inland Revenue or a Local Authority</li> <li>• Mail Order Catalogue Statement</li> <li>• Addressed Payslip</li> </ul> |
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## Next Step:

### Employers

If you are an employer and would like to do numerous Enhanced CRB checks please contact our Vetting Officers for a quote.

### Individual Applications

If you are an applicant, the cost for the application will be:  
£62.50 + VAT - (£75.00 incl. VAT).

Once you have paid for your application, you will need to decide whether you will complete the application form online or whether you would like SSR<sup>®</sup> to manage this on your behalf.

Then:

- ensure you have the correct ID
- email your scanned ID & photograph (in full colour) to [CRB@ssr-personnel.com](mailto:CRB@ssr-personnel.com)
- indicate how you have paid

Remember, that if you would like SSR<sup>®</sup> to manage the process on your behalf, you should download and complete the Applicant Form, which can be found on our website, or contact SSR<sup>®</sup>.

## Safeguarding Services:

With the ever demanding need for employers and applicants to provide CRB checks, our online checking service is **EASY to set up, SIMPLE to use and FAST.**

*We offer you a user friendly service that is:*

- Electronic
- Simple and fast to use
- Cost effective
- Updated via applicant portal

**SSR<sup>®</sup> is not the Government Disclosure Service**

For more information, please contact:

**Amina Patel**

e: [CRB@ssr-personnel.com](mailto:CRB@ssr-personnel.com)

t: 020 8626 3100 f: 020 8626 3101



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