

## **CRB APPLICATION FORMS – GUIDANCE FOR UNUSUAL ADDRESSES**

### **Frequent or long-term travellers**

We do not require details of the applicant's two-week annual holiday, however if they have spent long periods of time travelling around the UK or abroad in the last five years, we do require some details.

In all cases we require a full address in section B at which we can write to the applicant and send their certificate.

- **Travelling abroad**

In section C the applicant must write the word 'TRAVELLING' in the address field, supply the name of the country in which they were travelling in the 'country' field and the dates between which they were in that country in the 'date from and to' fields.

All the other fields should be left blank.

- **Travelling around the United Kingdom**

In section C the applicant must write the word 'TRAVELLING' in the address field, provide the name of the town or city or county and write 'UNITED KINGDOM' in the country field. They must also provide the dates between which they were travelling in that area.

You should leave all the other fields blank.

### **Overseas**

- **A previous overseas address**

If the applicant has lived at an address anywhere other than the United Kingdom in the last five years they must supply some information in relation to this.

- They should write the word 'OVERSEAS' in the 'address' field;
- Write the name of the country in which they were living in the 'country' field;
- Provide the dates between which they lived there in the 'dates from and to' fields.

Please leave all other fields relating to this address blank.

- **A current overseas address**

If the applicant is currently living abroad but is applying for work with children or vulnerable adults in the United Kingdom, they must supply their full current address. If they wish to use a UK correspondence address for delivery of their certificate they can (with prior agreement) enter your address or the employing organisation's address in section B. If this happens you must ensure they supply their current overseas address in section C.

If you require more space than is available on the application form to record an applicant's addresses you should use a continuation sheet, which is available at [www.homeoffice.gov.uk/crb-continuation-sheet](http://www.homeoffice.gov.uk/crb-continuation-sheet)

All of the above information is now available to download as a guidance document from the Home Office website at [www.homeoffice.gov.uk/crb](http://www.homeoffice.gov.uk/crb)