

CRIMINAL RECORDS BUREAU
Applying for a Disclosure
Information for new applicants and existing drivers

Drivers should complete the Disclosure Application Form supplied by the Council.

- **PLEASE COMPLETE THE FORM IN BLOCK CAPITALS, IN BLACK INK.**
- The CRB no longer require applicants to provide any of the personal information requested in Sections E and F (i.e. Additional Information and Referee details). **Applicants should leave these sections blank – please do not put a line through these parts of the form or state not applicable.**
- **Complete sections A – H (excluding sections E, F and G).**
- **Include your National Insurance Number in section A 12 of the Disclosure Application Form.**
- **In section B, the position applied for is Taxi Driver (B 13), the organisation name is Runnymede Borough Council at the Civic Offices address.**
- **Sign the declaration and consent to undergo the Disclosure check (section H, sign in both boxes).**
- **The Application Form should then be brought to the Technical Services Department together with all original identity documents as set out below and payment of £33 (cheques should be made payable to Runnymede Borough Council).**

The Criminal Records Bureau (CRB) has introduced the charge of £33 for this service. This is paid on account to the CRB by Runnymede Borough Council and recovered from the driver.

Drivers must supply evidence of identity and address.

- Identity
At least one original (not photocopy) to verify identity, name, date and place of birth:
 - Passport (best option)
 - Photo Driving Licence (second best option)
 - Birth Certificate (third best option)
 - Non-photo Driving Licence (fourth best option),
and where name has changed by marriage, Marriage Certificate.
- Address
 - At least one or two recent originals (not photocopies) from different sources of:
 - Bank statement
 - Credit card statement
 - Mortgage statement
 - Insurance statement
 - Council Tax bill
 - Telephone / gas / electricity / water bill
 - Rent book.

Not all of the above documents are required but the more information you can provide, the quicker the process by the Criminal Records Bureau (CRB).

The application form will be counter signed by the authorised officer and sent to the CRB. The CRB have indicated that they will process the application within a period of 3 weeks and the Disclosure will then be sent to the individual by post with a copy being sent to these offices.

If you have access to the Internet, further information is available on the CRB website at www.crb.gov.uk and the disclosure website www.disclosure.gov.uk.

Runnymede Borough Council
Technical Services Department

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