

Diocese of Birmingham

CRIMINAL RECORDS – DIOCESAN CERTIFICATE

To be completed by
the Incumbent, or person authorised by the Archdeacon, Priest-in-Charge
or, in an interregnum by the Area Dean,
in accordance with House of Bishops Guidelines.

Please return this certificate to your Archdeacon at the Diocesan Office (see 5 below).

Name of Parish

Name of Candidate

Position applied for

The post is for *(please tick as applicable)*

an unpaid volunteer a paid employee

I confirm that I have personally

1. Interviewed the applicant, who has consented to a Criminal Records Bureau (CRB) check¹ and explained that the outcome could affect their appointment.
2. Verified the applicant’s details on appropriate documentation, specified by CRB.
3. Received two satisfactory character references for the candidate if new in post²
4. Checked the applicant’s Child Protection Declaration which is now stored securely by me.
5. Enclosed with this certificate:
 - a. CRB Disclosure Application Form :
 - b. Documents List:
 - c. Cheque for £36 payable to BDBF, if this post is for a paid employee :
(There is no fee for volunteers)

Signed. (Incumbent, Priest-in-Charge, or Area Dean)

Date

¹ The candidate must understand that resulting Disclosures could reveal information from police and other records.
² In the case of Churchwardens who are proposed, seconded and then elected at the Annual Meeting of Parishioners, no further references are required.
