

Diocese of Birmingham

CRB – 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

This Candidate is *(please tick as applicable)*

- a new post holder
- an existing post holder who has not previously been CRB checked
- an existing post holder who is being re-checked

Position applied for

The post *(please tick as applicable)*

is for an unpaid volunteer is for a paid employee involves regulated activity

involves working with children involves working with vulnerable adults

involves working with children and vulnerable adults

involves working with children and/or vulnerable adults at the candidate's home address

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, and confirmed this verification by marking the appropriate boxes on the application form and completing section W.
3. Received two satisfactory character references for the candidate if new in post²
4. Checked the applicant's Confidential 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 who is applying for an Enhanced CRB Disclosure. *(There is no fee for volunteers)*

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