CRB Step by Step Process

Complete CRB disclosure application form as per guidance from Club Welfare Officer or CRB website – www.disclosure.gov.uk

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Return completed form to your Club Welfare Officer who will send it onwards to the RFU's Child Protection Unit for processing.

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Forms sorted and filed in date order for processing. An incorrectly completed form will be returned to the applicant for amendment, along with an explanation as to the reason.

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Disclosure form processed and entered onto the RFU Database.

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Once entered the application form will be forwarded to the Criminal Records Bureau.

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The CRB will then produce two copies of a Disclosure Certificate. One copy will be returned to the Applicant and one copy will be forwarded to the RFU Child Protection Unit.

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A Disclosure Certificate containing information will be forwarded to the RFU Referral Management Group who may ask for more information.

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A CRB disclosure received by the RFU will be valid for three years from the issue date stated on the CRB Certificate. Once this three year period has elapsed, a new CRB Disclosure Application will be sent to the applicant for renewal.