

You can complete a CRB disclosure application form electronically via a secure web service at:

<https://disclosure.capitarvs.co.uk/staffordshire>

You can click on the link above or enter the address into your web browser. The system will guide you through the process. Full guidance notes are also available at <http://www.staffordshire.gov.uk/jobs/CRB/CRBinformation.aspx>

Once you are on the main login page, click on 'Start Application' in the orange box entitled 'CRIMINAL RECORDS BUREAU (CRB) APPLICATION. You will then need to enter the Organisation Reference details below:

Organisation Reference: GREATWYRLEYHS

You do not need to enter a Password. Once you have completed this section click 'Enter'

****Please be aware that you must complete your application form in full as part completed applications form cannot be saved.****

Once you have completed your application you will need to present the appropriate combination of original documents as proof of ID to your manager/appointing officer. The documents required are listed both on the electronic CRB system and on the CRB web site <http://www.crbeuide.co.uk>.

If you have any difficulty accessing the system or completing your application please contact the Shared Service Centre on 01785 278909 or e-mail ssc.sr@staffordshire.gov.uk