

This fact sheet provides some guidance for trans people who have been required to have a CRB (Criminal Records Bureau) check.

What is a CRB Check?

If you apply for certain jobs such as teaching, care work and other positions (including voluntary work) where you may work with children or vulnerable adults, your prospective employer is required to check your police record through the Criminal Records Bureau (CRB).

Two types of check are available, a Standard Disclosure and an Enhanced Disclosure. A Standard Disclosure will reveal spent convictions, unspent convictions, cautions and warnings and an Enhanced Disclosure will reveal any other relevant information held locally by the police, such as a police warning.

CRB checks and gender identity

You may be asked to complete a CRB form and not want to disclose the name or gender identity you were assigned with at birth, if it is different from your current name or gender identity.

How can I prevent unwanted disclosures related to my gender identity? If you are required to complete a CRB Disclosure you can choose to use the CRB's Confidential Checking Process. If you choose not to use the process and are happy for the name or gender you were assigned with at birth to be disclosed on a completed Disclosure, then you can complete the Disclosure Application Form (DAF) as instructed.

If you decide you do not wish for the name or gender identity you were assigned with at birth to be disclosed to your employer (or similar) on the completed Disclosure, you should contact the CRB and speak to their specialist adviser, The Sensitive Applications Manager who can advise you on what to do. You can also contact the CRB via email if you prefer, using the email address: customerservices@crb.gsi.gov.uk and requesting that your details are forwarded to the Sensitive Applications Manager, as you wish to use the Confidential Checking Process.

If you do not feel comfortable talking directly to the CRB about your application Galop can liaise with them on your behalf. You will firstly need to advise the CRB (by phone or email) that you have given your permission for the CRB to speak with Galop about you. You can also give permission for another named person (such as a friend or partner), who can then liaise with the CRB on your behalf. Galop can liaise with the CRB on the subject of the Confidential Checking process, but we are not able to help you actually fill in the CRB form itself, as this is something that your employer is responsible for assisting with.

How the process works

When you contact the Sensitive Applications Manager you'll be advised about the CRB's confidential checking process in place for applicants who do not wish for the name or gender identity they were assigned with at birth to be disclosed on the completed Disclosure.

galop
.ORG.UK

CRB CHECKS AND GENDER IDENTITY

**HOMOPHOBIA
TRANSPHOBIA
ABUSE**

TELL US ABOUT IT

020 7704 2040
www.galop.org.uk

**making life
safe, just and fair
for LGBT people**

Applicants are then advised not to enter previous name(s) on Section C of the application form and then to complete the rest of the application form as they normally would.

Just before or at the same time the application form is submitted, you must send the CRB a document that can confirm the previous name(s) you used such as a Change of Name Deed, or your original Birth Certificate. A Gender Recognition Certificate is not required for this process. You should include a short covering letter that confirms your current name, full address with postcode and a contact telephone number. In some cases you may not have any documents to confirm your previous name. If this is the case, you should contact the Sensitive Applications Manager to discuss this.

Once the CRB receives your covering letter and any name documentation you have supplied, the Sensitive Applications Manager will monitor your application everyday until the Disclosure is completed. If any queries are raised it will be this person who deals with them and contacts you if the CRB require further information.

Previous convictions

If you have a conviction in your previous name or the gender identity you were assigned with at birth, this may show on the completed Disclosure. You may be able to prevent this from happening. Therefore if you do have such a conviction, you should discuss this with the Sensitive Applications Manager when you make initial contact.

Contact:

The Sensitive Applications Manager
1st Floor South,
Criminal Records Bureau,
PO BOX 165,
Liverpool,
L69 3JD

Direct contact number: 0151 676 1452

Email contact: customerservices@crb.gsi.gov.uk

www.crb.gov.uk

For more information contact Galop: 020 7704 2040

Always dial 999 if it is an emergency and you think you are in immediate danger.