

GENERAL - All should pay particular attention to the following when completing the form.



Correcting Mistakes	DO NOT USE Correction Fluid	If a mistake has been made, it should be corrected by putting a line through the mistake and the correct information should be entered to the right of the error
Continuation Sheets	Completing Continuation Sheets	In line with the application form, when additional names and address history is entered onto the continuation sheet, you must include the address history / Surname/Forename and period that the address /name was used for each additional address / name used.

### CHECKING THE COMPLETED FORM

<b>SECTION A</b>		
<u>Field Number</u>	<u>Description</u>	<u>What you should do</u>
A1	Applicant Title	Has Applicant crossed title box? If Mrs or Ms has been used, Applicant needs to complete boxes A5,A6 & A7.
A2	Applicant Forename	Forename and any middle names the Applicant has must be included here
A3 - A13	Other Names	If the answer is 'Yes' to having another names, the Applicant must always complete the Surname and Forename(s) and dates used fields even if the forenames are the same as those used with your current name. If the answer is 'No' move to section box A14.
A14	Date of Birth	Has Applicant entered Date of Birth in this format DDMMYYYY .i.e. 11101966
A15	Gender	Has Applicant crossed 'Male' or 'Female'
A16	Town of Birth	Has Applicant entered Town of Birth?
A17	Country of Birth	Has Applicant entered County of Birth?
A18-19	Contact Details	Applicant Contact details, whilst not a mandatory field, will assist us greatly if we need to confirm data entered with them
A20	This Field asks about National Insurance Number	If the Applicant has a National Insurance Number, they must answer 'Yes' to this question and must, where they can, provide the document details where indicated. If they do not have the document details, the Applicant should try to obtain them by whatever means they can, otherwise you must attach an explanation by letter.
A21	National Insurance Number Details	Ensure the Applicants National Insurance Number Details is in the following format: 2 letters, followed by 6 numbers followed by 1 letter i.e. <b>AB123456D</b>
A22	This field asks about Driving Licence Details	If the Applicant has a Driving Licence, they must answer 'Yes' to this question and must, where possible, provide the document details as indicated. If they do not have the document details, your Applicant should try to obtain them by whatever means you can.

A23	Driving Licence Details	<p>For example the format of the number for Christine Josephine Robinson, born 2 July 1975 is:</p> <p>ROBIN      757025      CJ99901</p> <p>NNNNN YMMDDY      IICCCCC</p> <p>N=1st five letters of the surname Y = Year of Birth M=Month of birth D=Day of month of birth I=Initial letter of the first two forenames, if only one middle name, then 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one middle name has been provided in section A. C= computer generated.</p>
A24	This field asks about your passport	If the Applicant have a passport, they must answer 'Yes@ to this question and must, where they can, provide the document details as indicated.
A25 - A27	Nationality and Country of Issue	These must be entered as they appear on the passport in the correct fields.
A28/A29	ISA registration Number	This field is marked as Mandatory: however the form will not be rejected if these fields are left blank as the ISA registration phase of the VBS has been halted and no one has a ISA registration number.
A30	Scottish Vetting & Barring Number	This field must be crossed 'No'

<b>SECTION B</b>		
<u>Field Number</u>	<u>Description</u>	<u>What you should do</u>
B32 - B37	Applicant Address	Please ensure all fields are completed. If the Applicant has lived at their current address for 5 years or more, then move straight to section E of the application form. If their address history is less than 5 years at their current address then section C must be completed.

<b>SECTION C</b>		
<u>Field Number</u>	<u>Description</u>	<u>What you should do</u>
C38 - C49	Other Address	<p>If the Applicant has completed this section they must complete all fields for each additional address.</p> <p>If the Applicant have been <b>OVERSEAS</b> and travelling, then they should write 'OVERSEAS' in C38 and need to only provide the Country, and Dates they were in that country.</p> <p>If a continuation sheet has been used, please ensure it is the one enclosed with this guidance and that all the fields on the continuation sheet have been completed..</p>

<b>SECTION D</b>		
<u>Field Number</u>	<u>Description</u>	<u>What you should do</u>
SECTION D	DO NOT COMPLETE THIS SECTION D50-D54	The ISA registration phase has been halted and as a result customers cannot apply for the ISA registration at this stage

<b>SECTION E</b>		
<b><u>Field Number</u></b>	<b><u>Description</u></b>	<b><u>What you should do</u></b>
E55	Applicant Declaration	Ensure the Applicant has crossed this box answering 'No' or 'Yes'
E56	Signature	Ensure Applicant has signed their name in the box
E57	Date of Signature	Ensure Applicant had dated this section

<b>SECTIONS W, X and Y must not be completed by the Applicant</b>		
<b><u>Field Number</u></b>	<b><u>Description</u></b>	<b><u>What you should do</u></b>
SECTION W	Evidence of Identity	TO BE COMPLETED BY THE IDENTITY CHECKER / VERIFIER
W58-W59	Checking Identity	As the Identity Checker / Verifier we have appointed, you must complete these boxes with your name and crossing 'Yes' in box W59
SECTION X	PLEASE LEAVE BLANK	PLEASE LEAVE BLANK
SECTION Y	PLEASE LEAVE BLANK	PLEASE LEAVE BLANK