



Enhanced Disclosure

As an OCEC tutor you are required to obtain an Enhanced Disclosure from the Criminal Records Bureau (CRB). An Enhanced Disclosure is required for those regularly caring for, training, supervising or being in sole charge of children. You are free to obtain Disclosure by your own means, but will need to find a registered body to countersign your application. OCEC is a registered body and as such is able to process your application. Once the process is complete, you will be sent your own copy of Disclosure directly from the CRB.

Further details on Disclosure and the Criminal Records Bureau can be found at www.crb.gov.uk

If you need to apply for an Enhanced Disclosure, we need you to bring the following items:

- a. A chronological list of your addresses for the past 5 years (including post codes), starting with your current address and ending with where you lived 5 years ago
- b. A cheque for £20 made payable to Osborne Cawkwell (or cash)
- c. Proof of identity - we need to see a minimum of 3 original documents:

TWO of the following:

- Passport
- Birth certificate
- Driving licence (with the paper counterpart)

... and ONE of the following which must show your current address:

- P45/P60
- Bank or building society statement
- Utility Bill (not more than three months old)
- TV Licence
- Credit Card Statement
- Store Card Statement
- Mortgage Statement
- Valid Insurance Certificate
- Financial Statement (Pension, endowment, ISA)
- Valid NHS Card

If you do not have any documents from the first list, then we will require you to bring five documents from the second list.