

CHECKLIST

[Give a photocopy of this list to the applicant to use to collect together all the necessary information before telephoning Flairnow.]

To the Applicant

For speed of processing, make sure that you give the following information and items to The Disclosures Officer before they telephone Flairnow.

1 Full name, current address (including Post Code) and date (month+year) of moving into current address. Home telephone number.

2 Job Title

3 Previous addresses (including Post Codes) for the last 5 years, with dates of moving (month+year).

4 Date of Birth, Place of Birth [Town, District, County, Country], Nationality, Name at Birth

5 National Insurance Number.

6 Any other previous surnames - if different to present use - and the dates [year] of change.

7 Any other previous forenames used plus dates [year] of use.

8 The correct number of documents from Groups 1 and 2.* Your Disclosure Officer will explain what these are.

9 Whether there are any UNSPENT criminal convictions.**

To the Disclosure Officer

Before you telephone Flairnow please also have the following documents in front of you if they are to be quoted on the Form:

1 Passport

2 UK Birth Certificate

3 Marriage Certificate

4 Driving Licence

5 The documents selected from Group 2*

[The reason being that we may need additional details from these documents.](#)