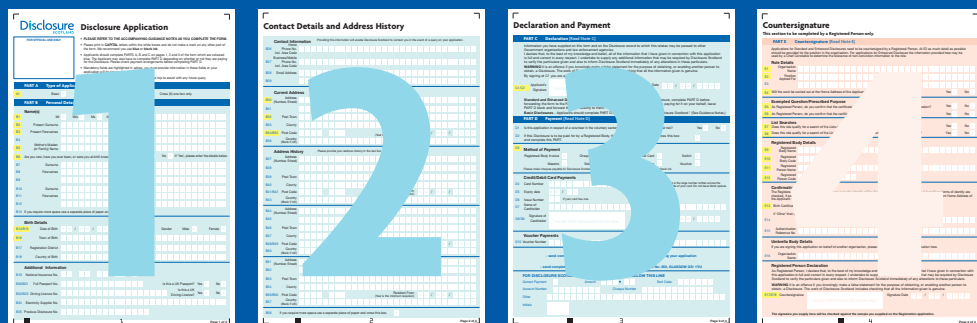


An Applicant's Guide to Completing the Disclosure Application Form



This booklet contains step-by-step notes on how to fill in your Disclosure application form. If you have any questions about completing it, please call our Helpline on 0870 609 6006, email us at info@disclosurescotland.co.uk or visit our website at www.disclosurescotland.co.uk

DO

- Fill in the blue sections of the form: Parts A, B, C and if applicable, payment at Part D.
- Complete all fields unless guidance notes suggest otherwise. Mandatory fields are highlighted in yellow.
- Please use blue or black ink to complete the form and write clearly in **BLOCK CAPITALS**.
- Use only one letter or number for each box, the number of boxes given for each section indicates the maximum amount of letters/numbers that the system will accept.
- Please indicate a space by leaving an empty box e.g. 1 Tower Court should be entered 1 TOWER COURT
- Mark choices in the boxes indicated with a cross [X], **not** a [✓].
- Be sure to sign the declaration at Part C, keeping all of your signature inside the box.
- Make a note of the application form number (the 16 digit number printed under the barcode in the top right hand corner on the front of the form) for enquiry purposes.
- If you make a mistake please correct it by either using correcting fluid sparingly, or by clearly scoring through the error and by writing the answer in the remaining space. If this is not possible, please start a new form.
- Only complete the sections that are applicable to you, don't mark any other part of the form.

DON'T

- Do not complete Part E (the pink section of the form).
- Do not write over the edges of the boxes.
- Do not place any stamps or stickers on the form, for example, those featuring addresses or dates.

Note A

A1

You should clearly select one of the options by marking a cross 'X' in the appropriate box.

Basic Disclosure: Basic Disclosures are the lowest level of Disclosure and will be available to anyone who applies on the appropriate form and pays the relevant fee. They will show details of all convictions considered to be unspent under the Rehabilitation of Offenders Act 1974 or state that there are no such convictions. The applicant will be the only recipient of a Basic Disclosure.

Standard or Enhanced Disclosure: These are more detailed disclosures that are job-specific/job-related. They require a Registered Person (normally your employer) to fill out a section of the form and two disclosures will be issued, one to the applicant and a copy to the Registered Person. The Registered Person will inform you what type of Disclosure is required.

PART A Type of Application (Read Note A)				
A1	Basic <input checked="" type="checkbox"/>	Standard <input checked="" type="checkbox"/>	Enhanced <input checked="" type="checkbox"/>	Cross (X) one box only.

Note B

B1 Mark an 'X' in the appropriate box. Examples of 'Other' may be 'Reverend', 'Doctor' etc.

B2, B3 & B4 Enter current surname/family name and all forenames – This will be the name that appears on your Disclosure. Please write your full name not just initials.

B5 Mother's maiden name or family name should be the surname used by your mother/adoptive mother prior to marriage, deed poll change etc.

B6 – B12 B6 should be completed 'Yes' and details entered in B7-B12 only where the information is different from above, for example, marriage, adoption (where known), or changes of name by other means.

Adopted? If you are adopted, it is not necessary to provide your name at birth if your adoption was prior to the age of eight.

Transgender? If you are a transgender applicant and do not wish your employer to know of your previous gender please contact Disclosure Scotland Helpline for further assistance on 0870 6096006.

B13 If necessary mark this box with an 'X', continue on a separate sheet of paper and attach it to the application form.

PART B Personal Details (Read Note B)	
Name(s)	
B1	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>
B2	Present Surname
B3	Present Forenames
B4	
B5	Mother's Maiden (or Family) Name
B6	Are you now, have you ever been, or were you at birth known by a different name? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', please enter the details below
B7	Surname
B8	Forenames
B9	
B10	Surname
B11	Forenames
B12	
B13	If you require more space use a separate piece of paper and cross this box. <input type="checkbox"/>

Note B (continued)

This is where you enter your:

B14 Date of Birth: in the format DD/MM/YYYY.

B15 Gender: Cross only one box.

B16 Town of birth; this should be the postal town eg. Inverness; Aberdeen. If you are adopted you need only provide the country in which the adoption certificate was issued.

B17 Birth Registration District e.g. Midlothian

B18 Country of Birth e.g. Scotland, here.

B19 - B24

Standard & Enhanced Disclosures: It is recommended that 3 forms of identification, where possible, are provided. At least one of these should be as requested on the form.

It should be noted that the format of passport numbers and driving licence numbers will vary between countries and therefore you may not need to use all given fields.

The 21 digit Electricity Supplier No. is commonly referred to as the 'supplier' or 's' number and appears on your electricity in the form:

S	01	123	456
	16	6789	0123 222

Basic Disclosures only: Please provide 3 forms of identification, one of which **MUST** include your address details, e.g. utility bill, rental agreement/mortgage, or bank statement. You will need to attach copies of your chosen identification to the application form, **DO NOT** send originals.

B25

Each Disclosure has a unique reference number (see pg 8). This should only be completed if you have a previous Disclosure certificate issued by Disclosure Scotland. If you have had more than one, use the most recent. Please note this is not considered to be evidence of identity.

Birth Details

B14/B15	Date of Birth	D D / M M / Y Y Y Y	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
B16	Town of Birth	[Grid of 21 input boxes]			
B17	Registration District	[Grid of 21 input boxes]			
B18	Country of Birth	[Grid of 21 input boxes]			

Additional Information

B19	National Insurance No.	[Grid of 9 input boxes]			
B20/B21	Full Passport No.	[Grid of 16 input boxes]	Is this a UK Passport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B22/B23	Driving Licence No.	[Grid of 16 input boxes]	Is this a UK Driving Licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B24	Electricity Supplier No.	[Grid of 21 input boxes]			
B25	Previous Disclosure No.	[Grid of 16 input boxes]			

Note B (continued)

B26 & B27

You should insert the relevant telephone numbers including Area code, at which Disclosure Scotland will be able to contact you if necessary.

Please note that if you leave this blank and we need to contact you, processing of your application may be delayed.

B28-29 Insert email address as applicable.

B30 - B34

Please note that this will be the **delivery address** of the Disclosure. It could be your home address, Halls of Residence or temporary lodgings.

If this address is not your home address you must provide your home address in the address history section (B37-B57).

B35 Also include the date from which you have been resident at this address, the year is the minimum required

B36 Only enter the country if the address is outside the UK.

B37- B57

If you have not lived at your current address for at least 5 years, this section should be used to record all previous addresses, **most recent first**.

Again, please include the dates you were resident at these addresses (the year is the minimum required).

B58

If the space provided is not sufficient for your 5 years address history, please mark with an 'X', continue on a separate piece of paper and attach it to the application form.

Contact Information		Providing this information will enable Disclosure Scotland to contact you in the event of a query on your application.	
B26	Home Phone No. incl. Area Code		
B27	Business/Mobile Phone No. incl. Area Code		
B28	Email Address		
B29			
Current Address		This is the address your Disclosure will be sent to.	
B30	Address (Number, Street)		
B31			
B32	Post Town		
B33	County		
B34/B35	Post Code		
B36	Country (Blank if UK)	Resident From (Year is the minimum required.)	D D / M M / Y Y Y Y
Address History		Please provide your address history in the last five years. (Most recent first.)	
B37	Address (Number, Street)		
B38			
B39	Post Town		
B40	County		
B41/B42	Post Code		
B43	Country (Blank if UK)	Resident From (Year is the minimum required.)	D D / M M / Y Y Y Y
		If you require more space use a separate piece of paper and cross this box. X	

Note C

Please read this section carefully as it is where you declare that all the information provided is correct and up to date.

C1 Sign the form, please keep your signature inside the box.

C2 Enter the date accordingly.

Please read this section carefully, as it will instruct you on what section to complete next.

Basic Disclosures only: If your application is going through a responsible body (most likely your employer) they should complete Part D as applicable.

PART C Declaration (Read Note C)

Information you have supplied on this form and on the Disclosure record to which this relates may be passed to other Government organisations and law enforcement agencies.

I declare that, to the best of my knowledge and belief, all of the information that I have given in connection with this application is full and correct in every respect. I undertake to supply any additional information that may be required by Disclosure Scotland to verify the particulars given and also to inform Disclosure Scotland immediately of any alterations in these particulars.

WARNING It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Disclosure. The work of Disclosure Scotland includes checking that all the information given is genuine. By signing at C1 you are agreeing to the above conditions of application.

C1/C2 Applicant's Signature

PLEASE KEEP SIGNATURE WITHIN BOX

Signature Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Standard and Enhanced Disclosures - If you, as the Applicant, are paying for this Disclosure, complete PART D before forwarding the form to the Registered Body for countersignature. If the Registered Body is paying for it on your behalf, leave PART D blank and forward the form directly to them.

Basic Disclosures - Applicants should complete PART D and send the form directly to Disclosure Scotland.* (See Guidance Notes.)

Contents of a Disclosure Certificate

On the Registered Body copy, the address will be the Registered Body's. On the Applicant copy, the address will be the Applicant's. For Basic level, only the Applicant gets a copy so the Registered Body address is not relevant.

Full name of the Applicant and his/her date of birth.

Disclosure Scotland run checks against the Scottish Criminal History System and the UK wide Police National Computer system. For Standard and Enhanced Disclosures, details of all spent and unspent convictions will be shown. For Basic level, only unspent convictions will be shown. Further information on interpreting Offences can be found on the Service Description Page of the Disclosure Scotland website.

These can be issued by Senior Police officers in England, Wales and Northern Ireland.

For Enhanced Disclosures this area will contain the results of checks on other Government records which are derived from the lists of disqualifications from working with vulnerable groups e.g. children, adults at risk/vulnerable adults.

For Standard & Basic Disclosures, the relevance of the check is stated.

STRICTLY PRIVATE AND CONFIDENTIAL

Disclosure
SCOTLAND

ENHANCED DISCLOSURE
REGISTERED BODY COPY

Disclosure Number: 0000000000000000
Date of Issue: 15/11/2006
Page 01 of 01

A copy of this Disclosure has also been sent to:
MR SAM PELL
1 ANY STREET
ANY TOWN
POST CODE

MR REG PERSON
PRINCIPAL OFFICER
M PLOYER
CIVIC CENTRE
ANY TOWN
POST CODE

Applicant Personal Details
Surname: PELL
Forename(s): SAM
Date of Birth: 00/00/0000

Appointment Details
Position Applied For: NURSE, CARING FOR NHS PATIENTS
Name of Organisation: M PLOYER

Countersignature Details
Registered Body: M PLOYER
Registered Person: MR REG PERSON

Date	Court	Offence	Disposal
00/00/0000	ANY TOWN DISTRICT	BREACH OF THE PEACE	FINE £100
00/00/0000	OTHER TOWN MAGISTRATES	BEING DRUNK AND DISORDERLY ON 00/00/0000 CRIMINAL JUSTICE ACT 1967 S/91 (1)	CONDITIONAL DISCHARGE 18 MTHS

Cautions
Date: NONE
Court: NONE
Offence: NONE
Disposal: NONE

Other Relevant Information
Any Town Constabulary has examined the information held on Sam Pell, and we are in a position to inform you of the following which may assist you in reaching a decision in determining his suitability.

On 00 and 00 September 0000, information had been received to the effect that Sam Pell had been responsible for assault of a male person on 00 September 0000, in Any Village. It is alleged that the incident was drug related.

On 00 July 0000 Sam Pell was charged with attempting to pervert the course of justice, having provided a false name to the police and attempted to run away from the police

Other Government Information
Applicable information searched with no trace found.
END OF DISCLOSURE

Level of Disclosure (Basic/Standard/Enhanced) and who's copy (Applicant or Registered Body).

Disclosure Number, which is unique to each Certificate. It should be quoted on all subsequent correspondence. (Applicant and Registered Body copies will have different numbers). Date of when the Disclosure was issued by Disclosure Scotland.

On the Registered Body (Registered Person) copy, this address will be the Applicant's. On the Applicant's copy, the address will be the Registered Body's. This is not shown on Basic level as only the applicant receives a copy.

Information provided by the Registered Body. Not applicable to Basic level.

Information provided by the Registered Body. Not applicable to Basic level.

For certain Enhanced Disclosures, Disclosure Scotland is obliged to consult the Police Force(s)/organisations in the area(s) where the Applicant has resided or from the Force/organisation which has indicated that they have other information on the Applicant on a prescribed database. The Chief Constable of the Force in question/organisation may require the inclusion of other information which his/her Force/organisation holds, if it is relevant to the activity covered by the application.



There are also Disclosure Explanatory Notes printed on the reverse of the Certificate

Cases that have been to court and resulted in a conviction.

As detailed on page 2, spent convictions, and cautions will not appear on a Basic Disclosure.

These can be issued by Senior Police officers in England, Wales and Northern Ireland.

Non-conviction information supplied by a police force/ organisation under Part V of the Police Act 1997 if deemed relevant to the position applied for.

This area will contain information held on other Government records derived from the lists of disqualifications from working with vulnerable groups e.g. children, adults at risk/vulnerable adults.

DISCLOSURE EXPLANATORY NOTES

Convictions
Details of convictions held on central records i.e. dates and courts of convictions; descriptions of offences; disposal details. This may include multiple convictions with multiple disposals.

Full details of criminal convictions obtained outwith the UK may not be included e.g. foreign convictions. Details of convictions obtained in Northern Ireland will only be included where a relevant connection with Northern Ireland has been established.

Cautions
Cautions recorded on the Police National Computer database for crimes & offences committed in England & Wales i.e. dates and locations where the caution was given and description of offences.

Other Relevant Information – (Enhanced Disclosures only)
Details information supplied by police force(s)

Other Government Information
Information on individuals who are disqualified from working with children and protected adults is disclosed under this section or it will state that the lists have been checked with no information to disclose or that the list check is not required for the level of disclosure required

Use of Disclosure Information
This Disclosure should be used in accordance with the Code of Practice and any guidance issued by Disclosure Scotland. Particular attention should be paid to the guidance on the fair use of information.

This Disclosure is issued in accordance with Part V of the Police Act 1997 which creates a number of criminal offences in order to protect the public against misuse of these Disclosures. These offences include forgery or alteration of Disclosures, obtaining Disclosures under false pretences and using a Disclosure issued to another person as if it were one's own.

This Disclosure is confidential and is not evidence of the identity of the bearer. The personal details are those supplied by applicant at the time of the application. Conviction details and any other information disclosed have been provided on this basis. Conviction details etc are only accurate on date of issue of the Disclosure.

Any information provided in Other Relevant Information section of this Disclosure is included at the direction of Chief Constable(s) in Scotland, and Chief Officer(s) in England and Wales. By virtue of the amendment of the 1997 Act by the Serious and Organised Crime and Police Act 2005 other agencies are deemed to be police forces for the purpose of an Enhanced Disclosure. As such they can provide information for inclusion in this section of the Disclosure. The Chief Constable or Chief Officer of the force concerned may decide to provide separate information to the Registered Body only.

The information contained in this Disclosure is derived from central records as defined in Part V of the Police Act 1997 and regulations made there together with local police records, where appropriate. Disclosure Scotland is not responsible for inaccuracies in this information.

If this Disclosure is found and cannot be returned to the person to whom it relates, it should be returned immediately to Disclosure Scotland or handed in to the nearest police station.

End of Details

If you believe there are any inaccuracies contained in the data supplied in this Disclosure, you should write directly to:-

Disclosure Scotland
PO Box No: 250
GLASGOW
G51 1YU

Helpline Number 0870 6096006

Disclosure Scotland Helpline for any other enquiries.

If you wish to dispute any of the information on your Disclosure please put your concerns in writing and send to this address.