

The Police Act 1997 (Form and Manner of Applications for Standard and Enhanced Disclosures) (Coronavirus) Determination 2020

The Scottish Ministers make the following determination in exercise of the powers conferred by section 125A(1) of the Police Act 1997 and all other powers enabling them to do so.

This Determination may be cited as the Police Act 1997 (Form and Manner of Applications for Standard and Enhanced Disclosures) (Coronavirus) Determination 2020 and has effect from 26 June 2020.

The Scottish Ministers determine that the form and manner of an application to Disclosure Scotland which is a **priority application** (see below) for:

- a criminal record certificate (standard disclosure) under section 113A(1)(a) of the Police Act 1997;
- an enhanced criminal record certificate (enhanced disclosure) under section 113B(1)(a) of the Police Act 1997;
- a criminal record certificate: Crown employment under section 114(1)(a) of the Police Act 1997; or
- an enhanced criminal record certificate: judicial appointments and Crown employment under section 116(1)(a) of the Police Act 1997

is:

- by email via the electronic template on the COVID-19 page of Disclosure Scotland's website (Annex 1), or
- on paper (Annex 2).

A priority application is one made solely in connection with a role supporting the response to the COVID-19 emergency in the following sectors:

- chemical supply,
- childcare,
- critical national infrastructure,
- defence,
- education,
- emergency services,
- energy and water supply,
- environmental protection,
- financial services,
- food retail,
- food supply and food processing,
- funeral services,
- health care (including dental care),
- justice, law and order,
- local and central government public services,

- medicines and pharmaceutical supply,
- pharmaceutical,
- postal and delivery services,
- prisons,
- public transport,
- social care,
- social work, and
- telecommunications.

A handwritten signature in black ink, appearing to read 'Gerard Hart', with a long horizontal flourish extending to the right.

Gerard Hart

Interim Chief Executive
Disclosure Scotland
1 Pacific Quay
Glasgow

Date: 24 June 2020

Annex 1 - This is the template for priority applications by email made under sections 113A(1)(a), 113B(1)(a), 114(1)(a) and 116(1)(a) of the Police Act 1997 during the COVID-19 pandemic. This template can be accessed on the COVID-19 page of Disclosure Scotland's website please do not use this determination for your application.

All fields must be filled unless marked as optional. Please use block capitals.

1. About you; the individual

Date submitted: Click or tap to enter a date.
Application type: Choose an item.
Title: Choose an item.
Surname: Click or tap here to enter text.
Forename(s): Click or tap here to enter text.
Gender: Click or tap here to enter text.
Previous names (if any)
Previous surname: Click or tap here to enter text.
Previous forename(s): Click or tap here to enter text.
Mother's maiden name: Click or tap here to enter text.
Date of birth: Click or tap to enter a date.
Town of birth: Click or tap here to enter text.
Country of birth: Click or tap here to enter text.
Nationality: Click or tap here to enter text.
National insurance number: Click or tap here to enter text.
Driver license number (if any): Click or tap here to enter text.
Country of issue: Click or tap here to enter text.
Passport number: Click or tap here to enter text.
Country of issue: Click or tap here to enter text.

2. Your contact details

Email address: Optional - click or tap here to enter text.
Home telephone: Optional - click or tap here to enter text.
Mobile number: Optional - click or tap here to enter text.

3. Your current address

Address line 1: Click or tap here to enter text.
Address line 2: Click or tap here to enter text.
Town: Click or tap here to enter text.
Country: Optional - click or tap here to enter text.
Postcode: Click or tap here to enter text.
Resident from: Click or tap to enter a date.

If you have lived at this address for less than five years, you must provide previous addresses below to cover this period

4. Your previous addresses

4.1 Previous address 1

Address line 1: Click or tap here to enter text.

Address line 2: Click or tap here to enter text.

Town: Click or tap here to enter text.

Country: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Resident from: Click or tap to enter a date.

4.2 Previous address 2

Address line 1: Click or tap here to enter text.

Address line 2: Click or tap here to enter text.

Town: Click or tap here to enter text.

Country: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Resident from: Click or tap to enter a date.

4.3 Previous address 3

Address line 1: Click or tap here to enter text.

Address line 2: Click or tap here to enter text.

Town: Click or tap here to enter text.

Country: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Resident from: Click or tap to enter a date.

4.4 Previous address 4

Address line 1: Click or tap here to enter text.

Address line 2: Click or tap here to enter text.

Town: Click or tap here to enter text.

Country: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Resident from: Click or tap to enter a date.

5. Declaration on application

I understand the following:

- Disclosure Scotland will use the information I have given to verify my identity and to check and process my application. Disclosure Scotland will use this information for the purposes of prevention or detection of crime and for other related purposes.
- Disclosure Scotland may pass the information it holds about me to other Government departments or organisations, the police and other law enforcement agencies for the purpose of the prevention and detection of crime, of the apprehension and prosecution of offenders and for other related purposes.

I declare that the information I have given is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

Applicant's signature: [Click or tap here to enter text.](#)

Signature date: [Click or tap to enter a date.](#)

Either a typewritten or scanned signature is valid. There is no need to print and sign a form by hand.

These sections should only be completed if you are applying through a Registered or Responsible Body. They should be completed by the countersignatory before this form is submitted to Disclosure Scotland.

6. Role details (excluding Basic applications)

Will the work be carried out at the home address of the applicant? Yes No
Organisation name: [Click or tap here to enter text.](#)
Position applied for: [Click or tap here to enter text.](#)
Description of role: [Optional - click or tap here to enter text.](#)

7. Exempted question/Prescribed purpose (excluding Basic applications)

Do you confirm that the certificate is required for the purposes of an exempted question? Yes No
Do you confirm that the certificate is required for a prescribed purpose? Yes No

8. List searches (excluding Basic applications)

Does the position qualify for the inclusion of suitability information relating to children? Yes No
Does the position qualify for the inclusion of suitability information relating to protected adults? Yes No

9. Confirmation of identity (excluding Basic applications)

Employers must check the identity of the applicant. You should ask for three forms of identity. If possible, one should be photographic. Please confirm below which forms of identity have been checked.

Birth certificate Passport Drivers licence ID card Entitlement card Other (specify):

10. Registered Body or Responsible Body details

Registered body name/code: [Choose an item.](#)
Responsible body details (if applicable): [Click or tap here to enter text.](#)
Countersignatory name: [Click or tap here to enter text.](#)
Countersignatory code: [Click or tap here to enter text.](#)

11. Countersigning on behalf of another organisation (excluding Basic applications)

Are you countersigning this application on behalf of another organisation? Yes No

Organisation name: [Click or tap here to enter text.](#)

12. Countersignatory declaration

I understand the following:

- Disclosure Scotland will use the information I have given to check and process this application. It will also use it for the purpose of the prevention of crime or detection of crime and for other related purposes.
- Disclosure Scotland may pass the information it holds to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the prevention and detection of crime, of the apprehension and prosecution of offenders and for other related purposes.

I confirm that the information I have supplied is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

Countersignatory signature: [Click or tap here to enter text.](#)

Declaration date: [Click or tap to enter a date.](#)

Either a typewritten or scanned signature is valid. There is no need to print and sign a form by hand.

Annex 2

PROTECT – PERSONAL (WHEN COMPLETED)

Countersignature

PART E Countersignature - To be completed by the Countersignatory (Read Note E). For basic applications paid for by invoice, complete E8 to E12 and E20/E21 only.

Role Details (Excluding Basic Applications)

E1 Organisation Name

E2

E3 Position Applied For

E4

Exempted Question/ Prescribed Purpose (Excluding Basic Applications)

E5 Do you confirm that the certificate is required for the purposes of an Exempted Question? Yes No

E6 Do you confirm that the certificate is required for a Prescribed Purpose? Yes No

List Searches (Excluding Basic Applications)

E7 Does the position qualify for the inclusion of suitability information relating to children? Yes No

E8 Does the position qualify for the inclusion of suitability information relating to protected adults? Yes No

Registered Body or Responsible Body Details

E9 Registered Body Name

E10 Registered Body/Sub Account Code (Code of account to be invoiced.)

E11 Countersignatory Name

E12 Countersignatory Code

Confirmation of Identity (Excluding Basic Applications)

The person countersigning must satisfy themselves as to the identity of the Applicant. A minimum of three forms of identity must be checked; if possible, one of them should be photographic. These should confirm the name, the date of birth and the current Home Address of the Applicant. Cross the appropriate boxes below to confirm what has been checked.

E13 Birth Certificate Passport Driving Licence (with photograph) Driving Licence (without photograph) National ID Card National Entitlement Card Other

If 'Other' then please state the form of identification seen.

E14

E15

E16 Authentication Reference Number

Countersigning on Behalf of Another Organisation (Excluding Basic Applications)

E17 Are you countersigning this application on behalf of another organisation? Yes No If 'Yes', supply name of organisation below.

E18 Organisation Name

E19

Declaration

I understand the following:

- Disclosure Scotland will use the information I have given to check and process this application. It will also use it for the purposes of the prevention or detection of crime and for other related purposes.
- Disclosure Scotland may pass the information to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the prevention and detection of crime, of the apprehension and prosecution of offenders and for other related purposes.

I confirm that the information I have supplied is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

E20/E21 Signature PLEASE KEEP SIGNATURE WITHIN BOX Signature Date DD / MM / YYYY

The signature you supply here will be checked against the sample you provided at registration.

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PROTECT – PERSONAL (WHEN COMPLETED)

Disclosure SCOTLAND Police Act Disclosure Application

FOR OFFICIAL USE ONLY

* PLEASE REFER TO THE ACCOMPANYING GUIDANCE NOTES AS YOU COMPLETE THE FORM.

* Please print in CAPITAL letters within the white boxes and do not make a mark on any other part of the form. We recommend you use blue or black ink.

* Applicants should complete PARTS A, B, and C on pages 1, 2, and 3 of the form which are coloured blue. The Applicant may also have to complete PART D depending on whether or not they are paying for the Disclosure. Please check payment arrangements before completing PART D.

* Mandatory fields are highlighted in yellow. You must provide information in these fields or your application will be delayed.

* Please make a note of the Barcode Number at the top to assist with any future query.

PART A Type of Application (Read Note A)

A1 Basic Standard Enhanced Cross (X) one box only.

PART B Personal Details (Read Note B)

Name(s)

B1 Mr Mrs Ms Miss Other

B2 Present Surname

B3 Present Forename(s)

B4

B5 Are you now, have you ever been, or were you at birth known by a different name? Yes No If 'Yes', enter details below.

B6 Surname

B7 Forename(s)

B8

B9 Surname

B10 Forename(s)

B11

B12 If you require more space use a separate piece of paper and cross (X) this box.

B13 Mother's Maiden or Family Name

Birth Details

B14/B15 Date of Birth DD / MM / YYYY Gender Male Female

B16 Town of Birth

B17 Country of Birth

B18 Nationality

Additional Information

B19 Do you have a UK National Insurance Number? Yes No If 'Yes', enter details below.

B20 National Insurance No.

B21 Do you have a Passport? Yes No If 'Yes', enter details below.

B22 Full Passport No.

B23 Country of Issue

B24 Do you have a Driving Licence? Yes No If 'Yes', enter details below.

B25 Driving Licence No.

B26 Country of Issue

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