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AN APPLICANT’S GUIDE TO COMPLETING A ‘POLICE ACT DISCLOSURE APPLICATION’

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INTRODUCTION:

Our Application Processing department are responsible for carrying out a quality assurance check on all application forms received. Unnecessary delays to processing applications are caused by **mandatory fields** being omitted from an application form or where completed fields have been endorsed incorrectly. Please note all mandatory fields are highlighted in **yellow** on the application form and **MUST** be completed. This guide has been created to assist you when completing a Police Act Disclosure Application and includes a list of 'Do's and Don'ts', 'Hints & Tips', common errors, a breakdown of what information each field should contain and an applicant checklist for you to refer to before submitting an application to Disclosure Scotland or your employer.

DO'S AND DON'TS:

<u>DO</u>	<u>DON'T</u>
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.	Do not place any stamps or stickers on the form, (e.g. those featuring addresses).
Ensure all fields have been completed unless guidance notes suggest otherwise. Mandatory fields are highlighted in yellow and must be completed.	Do not write over the edges of the boxes.
Include at least two copies of documentation confirming your current name and date of birth and your current name and home address for all basic applications. Please refer to list of example documents below.	Do not submit any scanned, downloaded or photocopied versions of an application form, we are unable to accept these and the application(s) will be rejected.
Ensure all choices in the boxes are indicated by a cross [X], not a [✓].	Please do not send any original documents to Disclosure Scotland, we only require photocopies of documents.
Complete the application in black or blue ink and written clearly in BLOCK CAPITALS within the boxes provided.	Do not complete Part E, page 4 (Countersignature page on the orange section of the application form)
Ensure only one letter or number has been used for each box. The number of boxes given for each section indicates the maximum amount of letters/numbers that the system will accept.	
If you make a mistake please ensure it is corrected 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.	

HINTS & TIPS:

Do I have to include any documentation with my application?

If you are applying for a Basic Disclosure you should include at least 2 copies of documentation confirming your identity within your application form. These should confirm your current name, date of birth and current address. Please see example suggested documents below that Disclosure Scotland accept as forms of identification. This is not an exhaustive list and you are not limited to these documents. Please note that you should **not** send any original documents. As of the 8th June 2015, the DVLA removed and made invalid 'counterpart' driving licences. Disclosure Scotland will therefore no longer accept them as proof of ID, or address.

<u>Example Proof of Address Documentation (Name and Current Address Confirmation)</u>	<u>Example Proof of ID Documentation (Name and Date of Birth Confirmation)</u>
Bank Statement	Passport
Tenancy Agreement	Birth Certificate
Mortgage Statement	Driving Licence Photocard
Phone Bill	National Identity Card
Gas/Electricity Bill	
Council Tax Letter	
HMRC Letter	
Letter from Employer or University/College on headed notepaper	

How much does a Police Act Disclosure certificate cost?

<u>Level of Disclosure</u>	<u>Fee</u>
Basic	£25
Standard	£25
Enhanced	£25

How long will it take to receive my disclosure certificate?

Disclosure Scotland works within a Service Level Agreement to produce 90% of all types of Disclosure, for a correctly completed application with no further enquiries, within 14 calendar days. This is measured from the day we receive the application to the day of dispatch. Certificates are dispatched 1st class Royal Mail postage.

COMMON ERRORS:

The most common errors in relation to a Police Act Disclosure application are listed below. Please look out for these before submitting an application to Disclosure Scotland or your employer. All mandatory fields must be endorsed however please pay particular attention to the fields below to ensure they have been completed correctly, this will avoid any unnecessary delays to the progress of an application.

- **B13** – Mother’s family/maiden name is often omitted. Please enter your mother’s surname at the time of her birth, ensuring no forename(s) have been included.
- **B19-B26** – Additional Information. If ‘yes’ has been marked for any of the questions in this section you must also provide the relevant information i.e document numbers and county of issue. If you have lost any of the documents or do not have access to them please ensure you provide a covering letter to advise or Disclosure Scotland may have to query this.
- **B37-58** – Full 5 year address history details are often omitted from the application form. Please ensure your current home address has been endorsed at B37-B43 and a full five year address history follows from B44 in **chronological order**. If the address history is not within this order we may have to query this, resulting in a delay to your application.
- **C1/C2** – If you have not signed the application form Disclosure Scotland will be unable to progress with your application and a new application with a signature endorsed at C1 will be required.
- **Other** – When providing documentation confirming your current name, date of birth and home address you should ensure the documents match the details provided on the application form. We often find that the name and date of birth entered on the application form does not match the supporting document(s) and any discrepancies will cause a delay in processing your application.

APPLICATION FORM BREAKDOWN:

PART A – TYPE OF APPLICATION

A1

Please select only one level of Disclosure.

Basic

Basic Disclosures are the lowest level of Disclosure and are available to any individual who applies and pays the relevant fee. Basic Disclosure certificates will show details of all unspent convictions under the Rehabilitation of Offenders Act 1974 or state that there are no such convictions. Only one copy of the certificate will be issued to the address entered at fields B37-B43.

Standard & Enhanced

Standard and Enhanced levels are more detailed disclosures that are job specific or job related. They require a registered person, which is normally your employer to complete Part E of the application form. Two copies of the certificate will be issued, one to the applicant at the home address entered at B37-B43 and one copy to the Registered Person. The Registered Person should 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.
PART B		Personal Details (Read Note B)					

PART B – PERSONAL DETAILS

B1

Mark an 'X' in the appropriate box.

Examples of 'Other' may be Doctor, Reverend, Lord etc.

B2, B3 & B4

Current surname and all forename(s) including any middle names should be endorsed here, this will be the name that appears on your certificate. Please write your full name and not just initials. If you do not wish your middle name to appear on your certificate please enter it at B7.

PART B		Personal Details (Read Note B)									
Name(s)											
B1	Mr	<input checked="" type="checkbox"/>	Mrs	<input checked="" type="checkbox"/>	Ms	<input checked="" type="checkbox"/>	Miss	<input checked="" type="checkbox"/>	Other		
B2	Present Surname										
B3	Present Forename(s)										
B4											

PART B – PERSONAL DETAILS CONT'D

B5-B12

If you have answered B5 as 'Yes' please confirm the details at B6-B11. Please note these fields should only be completed where the information differs from above (B2/3), for example, marriage, adoption (where known) or change of name via deed poll. If you prefer not to have your middle name(s) appear on the certificate it should be entered here for vetting purposes. If applicable please ensure both the current forename and middle name has been entered and not the middle name on its own.

Adopted? If you are adopted, it is not necessary to provide a birth name if the 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's helpline or website for further guidance.

B5	Are you now, have you ever been, or were you at birth known by a different name?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	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. <input checked="" type="checkbox"/>										

PART B CONT'D – ADDITIONAL INFORMATION

Please note if you have a Passport, Driving Licence or National ID card but are not in possession of the document to complete the relevant details please select 'Yes' and provide a covering letter with the application to advise.

B19, B20
If 'yes' please complete B20 with National Insurance Number.

B21, B22, B23
If 'yes' please complete B22 is with passport number and B23 with country of issue.

B24, B25, B26
If 'yes' please complete B25 with Driving Licence Number and B26 with country of issue.
Please note if you have a UK driving licence number you should enter the number noted at 5. in field B25 and the country of issued noted at 3. in field B26. Driving licence numbers often indicate middle name(s) that have been omitted at field B3 therefore please ensure any names on the driving licence have been provided on the application at either B2/3 or B6/7.

Additional Information				
B19	Do you have a UK National Insurance Number?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	If 'Yes', enter details below.
B20	National Insurance No.	[Grid for National Insurance Number]		
B21	Do you have a Passport?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	If 'Yes', enter details below.
B22	Full Passport No.	[Grid for Full Passport Number]		
B23	Country of Issue	[Grid for Country of Issue]		
B24	Do you have a Driving Licence?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	If 'Yes', enter details below.
B25	Driving Licence No.	[Grid for Driving Licence Number]		
B26	Country of Issue	[Grid for Country of Issue]		



PART B – ADDITIONAL INFORMATION CONT'D

B27, B28 & B29

If 'Yes' please complete B28 and B29 with ID Card number and country of issue.

B30

This relates to a National Entitlement Card issued by a Scottish Local Authority. The card number should be entered here with no further details.

B31

If you are currently a member of the PVG Scheme you should enter your PVG Scheme Membership number here. Please note that this is not a Disclosure Number (certificate number) and relates to the PVG Scheme only.

B32

Electricity Supplier No. is not mandatory and there is no requirement to complete this.

B33-B36

Relevant contact details should be provided in the case that Disclosure Scotland should contact you regarding your personal details. The email address provided should be personal to you as sensitive information may be sent to this address. Please note that if you leave this section blank and we need to contact you, processing of your application may be delayed.

Additional Information continued	
B27	Do you have a National Identity Card? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> If 'Yes', enter details below.
B28	National Identity Card No.
B29	Country of Issue
B30	National Entitlement Card No.
B31	PVG Scheme ID
B32	Electricity Supplier No.
Contact Details	
B33	Day Contact No.
B34	Evening Contact No.
B35	Email Address
B36	

PART B CONT'D – ADDRESS HISTORY

B37-B58

The address history section should record your current home address and full five year address history in **chronological** order.

Disclosure Scotland also require the resident from dates. Please note that a full period is required up to and including the current month and year of completing the application form. For example if you have been resident at your current home address since 10/2011 and the current month is 03/2016 we would require an address history from at least 03/2011.

If more space is required please mark an 'X' at B58 and continue the address history on a separate piece of paper in the same format given. Please ensure the application barcode has been endorsed on the separate piece of paper.

If you have been homeless for a period of time with no address to provide please enter no fixed abode, with the resident from dates for the period that you were of no fixed abode and include a covering letter to advise of the town or county in which you were during the stated period.

Current Address		This is the address which will be printed on the applicant's certificate and to which the certificate will be sent.											
B37	Address (Number, Street)												
B38													
B39	Post Town												
B40	County												
B41/B42	Post Code					Resident From	M	M	/	Y	Y	Y	Y
B43	Country												
Address History		Please provide your address history in the last five years. (Most recent first, excluding current address.)											
B44	Address (Number, Street)												
B45													
B46	Post Town												
B47	County												
B48/B49	Post Code					Resident From	M	M	/	Y	Y	Y	Y
B50	Country												
B51	Address (Number, Street)												
B52													
B53	Post Town												
B54	County												
B55/B56	Post Code					Resident From	M	M	/	Y	Y	Y	Y
B57	Country												
B58	If you require more space use a separate piece of paper and cross (X) this box. <input checked="" type="checkbox"/>												

PART C – DECLARATION (APPLICANT)

C1/C2

This records your signature and date, please ensure the signature is kept within the box. If the signature has been omitted when this is received by Disclosure Scotland we are unable to process application and a new one will be required with a signature endorsed.

By signing the declaration on the form you are making certain statements:

PART C Declaration (Read Note C)

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 the 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 purposes 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.

C1/C2 Applicant's Signature **PLEASE KEEP SIGNATURE WITHIN BOX** Signature Date **DD / MM / YYYY**

- You understand that Disclosure Scotland will use the information you have given to verify your identity and to check and process your application, and that Disclosure Scotland will use this information for the purposes of the prevention or detection of crime and for other related purposes.
- You understand that Disclosure Scotland may pass the information it holds about you 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.
- You are confirming that the information you have given is complete and correct.
- You are confirming that you understand that to knowingly make a false statement in this application is a criminal offence.
- You are agreeing to give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

PART E – REGISTERED BODY DETAILS

Please note this section should be completed by a **Registered Body only**. Please do not mark or write any details on this page.

If the application is being countersigned by your employer or a registered person, please confirm with them where the application form should be forwarded to.

Countersignature

PART E		Countersignature - To be completed by the Countersignatory (Read Note E). For basic applications paid for by invoice, complete E9 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 <input type="checkbox"/>	No <input type="checkbox"/>
E6	Do you confirm that the certificate is required for a Prescribed Purpose?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
List Searches (Excluding Basic Applications)			
E7	Does the position qualify for the inclusion of suitability information relating to children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
E8	Does the position qualify for the inclusion of suitability information relating to protected adults?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	Passport <input type="checkbox"/>	Driving Licence (with photograph) <input type="checkbox"/>
		Driving Licence (without photograph) <input type="checkbox"/>	National ID Card <input type="checkbox"/>
			National Entitlement Card <input type="checkbox"/>
			Other <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/> If 'Yes', supply name of organisation below.
E18	Organisation Name		
E19			
Declaration			
I understand the following:			
<ul style="list-style-type: none"> • 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.			

APPLICANT CHECKLIST FOR A POLICE ACT DISCLOSURE APPLICATION FORM

APPLICANT CHECKLIST	✓
Have you kept a note of the application barcode number?	
Have you completed all mandatory fields?	
Have you signed and dated the declaration at C1/C2?	
If you are paying for the application – Have you selected one method of payment and if applicable attached physical payment e.g. cheque supplied?	
Have you supplied at least two copies of documentation confirming your current name and date of birth and name and current home address?	