

HELPLINE – 03000 2000 40 (CALLING FROM OVERSEAS - 0044141 427 2284) INFO@DISCLOSURESCOTLAND.GSI.GOV.UK

# AN APPLICANT'S GUIDE TO COMPLETING A 'POLICE ACT DISCLOSURE APPLICATION'

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- DO'S AND DON'TS
- HINTS & TIPS

- COMMON ERRORS
- APPLICATION FORM BREAKDOWN
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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 <u>mandatory fields</u> being omitted from an application form or where completed fields have been endorsed incorrectly. Please note all mandatory fields are highlighted in <u>yellow</u> on the application form and <u>MUST</u> 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	Do not place any stamps or stickers on the form, (e.g. those featuring
under the barcode in the top right hand corner on the front of the form) for	addresses).
enquiry purposes.	
Ensure all fields have been completed unless guidance notes suggest	Do not write over the edges of the boxes.
otherwise. Mandatory fields are highlighted in yellow and must be	
<u>completed.</u>	
Include at least two copies of documentation confirming your current name	Do not submit any scanned, downloaded or photocopied versions of an
and date of birth and your current name and home address for all basic	application form, we are unable to accept these and the application(s) will be
applications. Please refer to list of example documents below.	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 <b>black</b> or <b>blue</b> ink and written clearly in <b>BLOCK</b>	Do not complete Part E, page 4 (Countersignature page on the orange section
CAPITALS within the boxes provided.	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 <u>copies</u> 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 <u>not</u> send any original documents. As of the 8<sup>th</sup> 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.

Example Proof of Address Documentation (Name and Current Address Confirmation)	Example Proof of ID Documentation (Name and Date of Birth Confirmation)
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.

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# **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



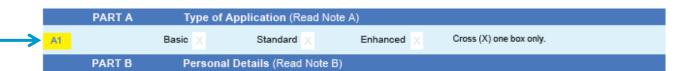
Please select only one level of Disclosure.

#### **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.

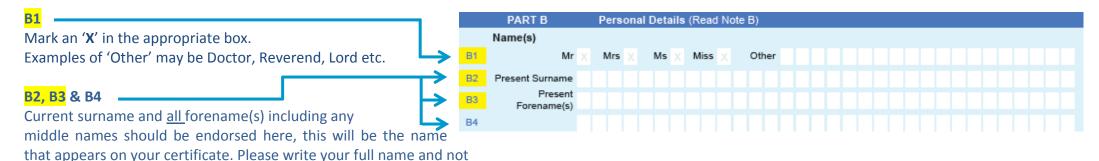
#### Standard & Enhanced

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.



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#### **PART B - PERSONAL DETAILS**



just initials. If you do not wish your middle name to appear on your certificate please enter it at B7.

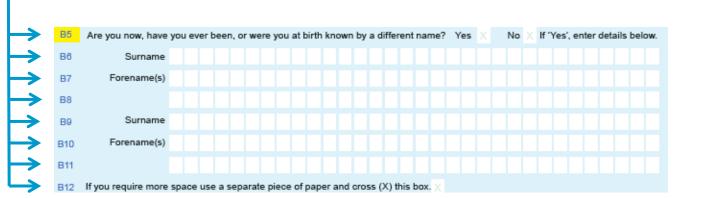
#### PART B - PERSONAL DETAILS CONT'D

### **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.

<u>Transgender?</u> 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.



#### PART B - PERSONAL DETAILS CONT'D



Mother's maiden surname or family name should be entered here. This should be the surname used by your mother/adoptive mother at the time of her birth Please do not include any forename(s).

## B14/B15, B16, B17 & B18

#### **B14**

Date of birth should be entered in the format: DD/MM/YYYY.

Please ensure any attached documentation corresponds with the date of birth entered here.

## **B15**

An 'X' should be marked in the appropriate gender box. Please only cross one box.

## **B16**

Town of birth should be supplied.

If you are adopted you should provide the country in which the adoption certificate was issued.

## **B17**

County of birth should be supplied.

## **B18**

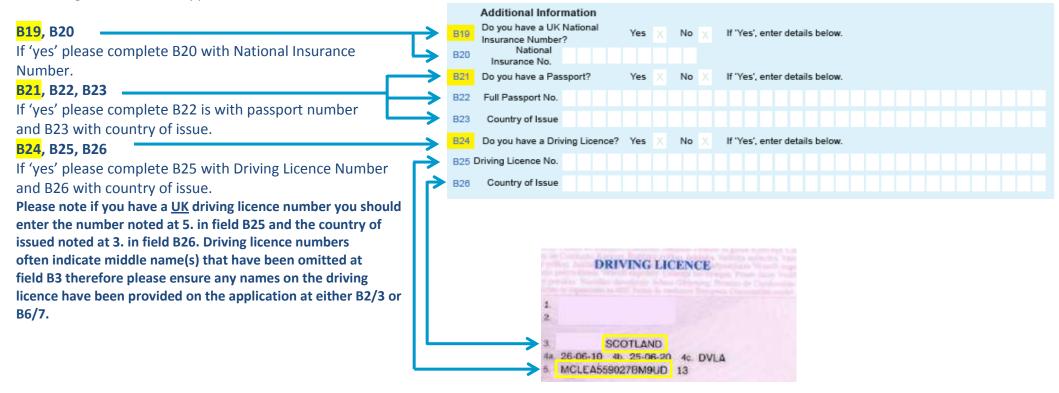
Nationality should be supplied. e.g. British, Irish.



or Family Name

#### 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.



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#### 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

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? If 'Yes', enter details below. National Identity B28 Card No. B29 Country of Issue B30 National Entitlement Card No. PVG Scheme ID B31 Electricity B32 Supplier No. Contact Details Day Contact No. B34 Evening Contact No. Email Address B36

#### PART B CONT'D - ADDRESS HISTORY

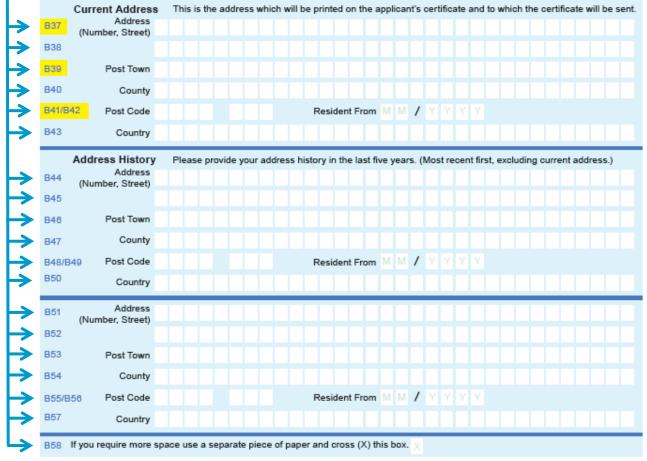
## **B37**-B58

The address history section should record your current home address and full five year address history in <a href="mailto:chronological">chronological</a> 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.

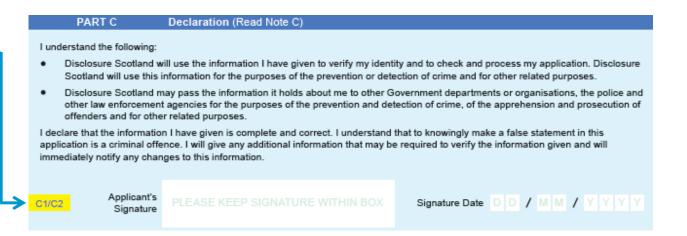


#### PART C - DECLARATION (APPLICANT)

## 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:



- 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 D - PAYMENT**

#### **D1**

If applicable this box should be marked by a Registered Person, normally your employer.

## D2

If you are paying for the application an 'X' should be marked in the appropriate box. Please ensure only one payment method has been selected. If more than one has been marked the application may be rejected or delayed. All cheques and postal orders should be made payable to 'Disclosure Scotland'. If you are not paying for the application please leave this section blank and forward the application to the individual countersigning the application.

#### PART D - PAYMENT CONT'D

#### D3-D7/8

This section should be completed for card payments marked at D2 only. If any other payment method has been selected this section should be blank.

Please be aware that due to security this section is redacted from our system therefore hand writing should be particularly clear to ensure the correct data is captured.

#### **D9**

Voucher number should be recorded here if using voucher as method of payment.

For Disclosure Scotland use only.

Please do not mark or write any details at this section.

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#### PART D Payment (Read Note D) If you, as the Applicant, are paying for this application, complete PART D before forwarding the form to the person who will be countersigning it. If you are not paying for it, leave PART D blank and forward the form directly to them. If you are the Registered/Responsible Body and you wish this application to be included on your invoice please cross (X) this box and complete D2. Method of Payment Registered Body/ Cheque Master Card Responsible Body Invoice VISA Debit/ Postal Order VISA Electron Voucher Delta

Please make cheques payable to 'Disclosure Scotland'. We recommend the cheque is completed in blue or black ink.

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D3	Card Number															is the							the space	25.
D4/D5	Expiry Date	M.M	/				Issue	Nu	mber	r	(1	f app	licable)	)										
D6 Nam	e of Cardholder																							
D7/D8	Cardholder's Signature	PLE	ASE	KEE	P SI	GNA	TUR	ΕW	VITH	IIN B	ЮΧ		Sig	natu	re Da	ite [	D D	/	M	м /	Υ	Υ	ΥŅ	(
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COUNTERSIGNED APPLICATIONS - send completed application forms to the person who will be countersigning your application.

NON-COUNTERSIGNED APPLICATIONS - send completed application forms to: Disclosure Scotland, PO BOX No. 250, GLASGOW, G51 1YU.

FOR DISCLOSUR	E SCOTLAND USE ONLY. I	DO NOT WRITE BELOW THIS LIN	IE.
Correct Payment	Amount	■ Sor	t Code
Account Number		Cheque Number	
Other			
Initials			

#### **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.

Countersign	nature	2																
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E2																		
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E4								Ш		Ш								
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E5 Do you confire									npted C	luestic	n?				Yes	×	No	X
E8 Do you confire	n that the	e certific	cate is r	required	for a Pr	escribe	d Purp	ose?							Yes	×	No	X
List Search	es (Exc	luding	Basic	Applic	ations	)												
7 Does the posi	tion qual	ify for th	ne inclu	sion of s	uitability	y inforn	nation	relating	to chil	dren?					Yes	X	No	X
Does the posi	tion quali	ify for th	ne inclu	sion of s	suitability	y inforn	nation	relating	to prof	tected	adults	?			Yes	X	No	X
Registered	Body o	r Resp	onsibl	e Body	/ Detail	ls												
Registered E	-																	
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confirm that the Inform	nation I ha	ve suppli	led is co	mplete ar	nd correct	t. I unde	rstand t	hat to k	nowingly	make	a false	staten	nent In	this ap	plicatio	n Is a		
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# 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?	