

# **Disclosure Application Form**

## **Guidance Notes for Applicants**

**Central Registered Body in Scotland  
Jubilee House  
Forthside Way  
Stirling  
FK8 1QZ**

**Telephone: 01786 849777  
Email: [info@crbs.org.uk](mailto:info@crbs.org.uk)  
Website: [www.crbs.org.uk](http://www.crbs.org.uk)**

## NOTE A Type of Application

It is for the person/organisation recruiting or offering the position to decide whether an enhanced disclosure is required for the paid or unpaid position that you have applied for.

Enhanced disclosures are the highest level of disclosure and are available when an individual is being recruited into a childcare or adult at risk position for the purpose of paid or unpaid work. Individuals do not normally need to disclose details of any spent convictions as, under the terms of the Rehabilitation of Offenders Act 1974 (ROA), offenders can become rehabilitated and their convictions are deemed to have become "spent" (do not need to be disclosed) for the purpose of paid or unpaid work. However, when recruiting individuals to either a childcare or adult at risk position the person or organisation recruiting are entitled to ask for details of both spent and unspent conviction information as these positions are exempted from the ROA. Enhanced disclosures include details of all spent and unspent convictions held on central records. In addition, enhanced disclosures can contain details of non-conviction information, which is held locally by the Chief Constable or Chief Officer, when it is considered relevant to the position (paid or unpaid) being sought. Both you (the applicant) and the person/organisation recruiting will receive a copy of the enhanced disclosure certificate and both will detail the exact same conviction and non-conviction information. Furthermore, the Chief Constable or Chief Officer can, when it is deemed to be in the interests of the prevention and detection of crime, disclose non-conviction information to only the person/organisation wishing to appoint the applicant. This is done via the CRBS. Both you (the applicant) and the person/organisation recruiting will receive a copy of the enhanced disclosure but your copy will not divulge any of the non-conviction information disclosed to the person/organisation recruiting. Additional Government Information derived from the lists of disqualifications from working with vulnerable groups, e.g. children and/or adults at risk, will also be included where relevant. In this instance, two disclosure certificates will be issued and will detail the exact same information.

## NOTE B Applicants Personal Details

**B1 (Title):** Mr; Mrs; Ms; Miss – you should mark a cross 'X' in the appropriate box. Examples of 'Other' may be 'Reverend', 'Doctor', 'Sister', 'Captain' etc. **(If Mrs is crossed then B7 must be completed)**

**B2 (Present Surname):** This should be your current family name.

**B3/4 (Present Forenames):** This should include all of your forenames and middle names. Use both lines if necessary.

**B5 (Mother's Maiden or Family Name):** This should be the surname at birth used by your mother/adoptive mother, or the name she used prior to marriage, deed poll change, etc.

**B6 (Are you now, have you ever been, or were you at birth known by a different name?):** This section should be completed 'Yes' only where the information is different from above. E.g. your name has changed through marriage, divorce, or other means. **(If yes is crossed then B7 must be completed)**

### Please note:

If you are **adopted**, it is not necessary for you to provide your name at birth if the adoption was prior to the age of eight. If you are **transgender**, and wish for this information to remain private, CRBS recommends that you contact the CRBS Helpline for further assistance on 01786 849777.

**B7-9:** This section should be completed if the answer to **B6** is yes and / or **Mrs** has been crossed at **B1**.

**B10-12:** This section should only be completed if you are known by, or have been known by, any other names than those already listed.

**B13:** This box should be crossed if more space is required to list any other names that have not already been shown on the application form. A separate sheet with these additional details should be attached.

## **Birth Details**

**B14 (Date of Birth):** This should be date of birth in the format DD/MM/YYYY.

**B15 (Gender):** Male or female should be selected as appropriate.

**B16 (Town of Birth):** This should be the postal town, e.g. Inverness. If you are adopted you need only provide the country in which the adoption certificate was issued, it should also be entered in B18.

**B17 (Registration District):** This is the name of the district where the birth certificate was issued, e.g. Midlothian. This information is shown on the birth certificate and should be provided only if available. If the applicant is adopted they should provide the country where the adoption was registered.

**B18 (Country of Birth):** This should be the country of your birth.

**It is advisable that you read the following guidance on forms of identification that can be used for completing B19 to B24.**

**B19 – B24** are not mandatory fields, but at least one of these boxes must be completed. However, CRBS recommend that you complete each section where possible.

## **Guidance on Confirmation of Identity**

The organisation offering the position is required to provide information in relation to the confirming of your identity. CRBS requires that organisations seek 3 forms of identification. Original documents should be provided as they carry greater weight (copies can more easily be manipulated). It is recommended that you provide one item of photographic evidence (for physical identification purposes) and two items of address-related evidence (to verify current address).

## **Examples of Photographic Identification documentation that may be used**

1. Passport (e.g. UK or other country);
2. Driving licence with photograph;
3. Other forms of photo ID - **CURRENT**; UK Government Department Pass/Card, employee ID card, NHS Scotland ID card, Armed Forces ID card, National Union Student ID, University ID, Young Scot card

## **Examples of Address Identification documentation that may be used**

Please note that the address information should detail your current address.

1. Bank or building society statement (**within last 3 months**)
2. A utility bill (**within last 3 months**)
3. Credit or store card statement (**within last 3 months**)
4. Financial statement (e.g. mortgage, personal loan papers, ISA)(**within last 3 months**)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment Services; central or local government departments) (**within last 3 months**)
6. Pension or other benefits book
7. Visa
8. Work Permit
9. Driving licence without photograph

**Please note that Disclosure Scotland have indicated that a previous disclosure certificate cannot be used as proof of address identification.**

## Examples of alternative forms of current identification that may be used:

- National savings card
- Building Society account book/card
- Trade Union Membership card
- Council rent book
- Bank Giro
- Cheque guarantee card combined with personal cheque book
- Scottish Qualifications Authority - Registration No. (school students)
- Degree certificate; HND; HNC; Professional Qualification; NVQ/SVQ (granted by a UK University, award granting body or equivalent)
- Credit/debit card
- AA/RAC card
- Form BF7 (Benefits Agency)
- European Health Insurance Card (E11)

## Where you (the applicant) cannot provide any photographic evidence of identity:

If you do not have the required documentation for photographic evidence then you should supply a passport sized photograph and a letter signed and dated by a responsible person (school guidance teacher; minister of religion; line manager etc) which states ***"I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time]. Sign, insert address and date."*** Please note this declaration should not be completed by the same person countersigning your application.

**B19 (National Insurance No.):** Your National Insurance number should be entered in the format AB 12 34 56 C. This information can be accessed from a number of documents, e.g. National Insurance Certificate; Form UB40, etc. If you are aged less than 16 years of age or are a foreign national in an unpaid position you may not possess a National Insurance number, in which case this section should be left blank.

**B20 (Full Passport No.):** This is a nine-digit number which can be found on the inside back page of a full UK or European Passport. Non-UK/European passports will differ in format. It is recognised that not everyone holds a passport, in which case the section should be left blank. The number, if available, should be entered in full.

**B21 (Is this a UK Passport?):** 'Yes' or 'No' should be crossed as applicable.

**B22 (Driving Licence No.):** This can be found on all UK driving licences and comes in the form of a 16-digit number and letter combination, e.g. ROSS7/758921/PC7RA. The format of non-UK licences will differ from this. It is recognised that not all applicants will hold a driving licence. If no licence is held, please leave this section blank.

**B23 (Is this a UK Driving Licence?):** 'Yes' or 'No' should be crossed as applicable.

**B24 (Electricity Supplier Number):** **If you have electricity supplied in your name** please enter the 21-digit electricity supplier number. This number is commonly referred to as the 'supplier' number or 's' number and appears on electricity bills in the following form:

S	01	123	456
	16	6789 0123	222

**B25 (Previous Disclosure No.):** Each disclosure carries a unique reference number in the top right hand corner. This should only be completed if you have received a previous disclosure certificate issued by Disclosure Scotland; if more than one disclosure is held by you the most recent should be used. Please note this is not considered to be evidence of identity.

## Contact Information

**B26 (Home Phone No. incl. Area Code):** A full telephone number should be inserted, including area code, at which Disclosure Scotland will be able to contact you if necessary. If this is left blank, and Disclosure Scotland need to contact you, the processing of the application may be delayed.

**B27 (Business/Mobile Phone No. incl. Area Code):** You should provide another telephone number at which Disclosure Scotland can contact you, if applicable.

**B28/29 (Email Address):** You should provide an email address if applicable.

## Current Address

**B30-34:** 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 the address entered is not your home address you must include details of your home address in the Address History section (B37-B57).

**B35 (Resident From):** The date from which you have been resident at this address. Although the full date is preferable the minimum required is the year of residence.

**B36 (Country):** Only enter information here if the address is outside of the UK.

## Address History

**B37-57:** Five years address history is required. **Most recent first followed by previous addresses in order of residence. (Oldest last)**

**B58:** This box should be crossed if more space is required to include all addresses over the past 5 years. A separate sheet with these additional details on should be attached to the application form.

## NOTE C Applicants Declaration

**C1/C2:** You (**the applicant**) must read the declaration and sign and date the form in boxes C1 and C2. It is important that the signature is kept within the box, as this will be scanned into the Disclosure Scotland data base system.

In signing the declaration, you are confirming that you consent to, and understand that, information supplied on the disclosure application form may be passed to other Government organisations and law enforcement agencies.

## NOTE D Payment

A disclosure application for an unpaid position in the voluntary sector is paid for by Scottish Ministers and is therefore "free". Part V of the Police Act 1997 places the onus for payment on the individual applicant for paid positions. It is possible, however, that some organisations may choose to submit payment in the organisation's name on the paid applicant's behalf. For the current cost of a disclosure for paid staff please refer to the Disclosure Scotland website or CRBS website or helpline.

**D1 Voluntary Sector:** If the application is for a volunteer who will be working in an unpaid position within the voluntary sector the voluntary sector organisation signatory should cross the 'Yes' box.

**WHERE THE APPLICATION IS FOR A PAID POSITION SECTION D NEEDS TO BE COMPLETED EITHER BY THE ORGANISATION OFFERING THE POSITION OR BY YOU (THE APPLICANT) IF YOU ARE PAYING FOR THE DISCLOSURE YOURSELF**

## NOTE E (Boxes E1-E8 & E16 to be completed by voluntary organisation enrolled with CRBS)

**SECTION E MUST BE COMPLETED BY THE VOLUNTARY SECTOR SIGNATORY, REGISTERED WITH CRBS. PLEASE DO NOT ENTER ANY INFORMATION INTO THESE**