

Guidance Notes for completion of the Police Act Disclosure Application

These notes should be read in conjunction with the 'Police Act Disclosure Application' form.

They offer a simple step-by-step guide to completing the form. Should you encounter any difficulties with either the form or the guidance notes, you are advised to contact the Disclosure Scotland Helpline by telephone on 0870 609 6006; by fax on 0870 609 6996; by emailing Disclosure Scotland on info@disclosurescotland.co.uk or by visiting our website on www.disclosurescotland.co.uk.

When you complete this form, it will contain sensitive personal information about you. For that reason, it is marked **PROTECT – PERSONAL (WHEN COMPLETED)**. This marking means that Disclosure Scotland staff will handle the completed form appropriately and therefore protect your personal information. Disclosure Scotland takes the protection of your personal information extremely seriously and has many physical, computer, procedural and staff security measures in place to ensure that it cannot be accessed or used for anything other than the purposes for which it is needed. In particular, information is only shared with external sources for specific purposes.

Completion of the form

DO

- Complete the 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.**
- We recommend you 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 an 'X'.
- 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

- Write over the edges of the boxes.
- Place any stamps or stickers on the form, (e.g. those featuring addresses) or the application will be delayed.

Introduction

You should use this form to apply for Basic, Standard or Enhanced Disclosures under Part V of the Police Act 1997. If you are doing regulated work with children or protected adults, enhanced disclosures are not available to you and you should apply for disclosures under the PVG Scheme (under the Protection of Vulnerable Groups (Scotland) Act 2007) using either the Application to join the PVG Scheme or the Existing PVG Scheme Member Application. Disclosure Scotland will reject an application for a Police Act disclosure if it is being requested for a position which falls within the scope of the PVG Scheme.

NOTE A Type of Application

A1 You should clearly select one of the options by marking an '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 can be used for any purpose. 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) and information about whether an applicant is subject to notification requirements under the Sex Offenders Register. 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 an employer) to countersign your application at Part E of the form. Two disclosures will be issued, one to the applicant and a copy to the Registered Person who countersigned the application. The Registered Person will inform you what type of Disclosure is required.

Standard Disclosures can be requested for the purpose of asking an exempted question within the meaning of the Rehabilitation of Offenders Act 1974. A standard disclosure will show details of both spent and unspent convictions (or state that there are no such convictions), details of any police cautions and information about whether an applicant is subject to notification requirements under the Sex Offenders Register.

The Police Act 1997 (Criminal Records) (Scotland) Regulations 2010 set out in detail the purposes for which **Enhanced Disclosures** can be requested. An Enhanced Disclosure will show details of both spent and unspent convictions (or state that there are no such convictions), details of any police cautions and information about whether an applicant is subject to notification requirements under the Sex Offenders Register. In certain cases (set out in regulations 10 and 12 of the Police Act 1997 (Criminal Records) (Scotland) Regulations 2010) an Enhanced Disclosure can also be requested to show suitability information relating to children and protected adults. If such information can be requested, then the Enhanced Disclosure will also show if the applicant is barred from working with children or protected adults, whether they are being considered for listing and whether they are subject to certain civil orders such as a Risk of Sexual Harm Order.

NOTE B Personal Details

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

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

B5 – B11 If you have answered **B5** 'Yes' the details entered in **B6 – B11** should only be completed 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 609 6006.

B12 If necessary mark this box with an 'X', continue on a separate sheet of paper and attach it to the application form.

B13 Mother's maiden or family name. This should be the name which appears on your mother's birth certificate.

Birth Details

B14 Your Date of Birth should be provided in the format DD/MM/YYYY.

B15 Gender: Mark an 'X' in the appropriate box.

B16 The town where you were born.

B17 The country where you were born.

B18 Nationality: e.g. British

Additional Information - Confirmation of Identity

As well as completing this part of the form with your additional information, you will need to provide confirmation of your identity with your application.

Basic Disclosures only: You will need to provide 3 forms of identification to Disclosure Scotland, 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, but **DO NOT** send originals.

Standard & Enhanced Disclosures: It is recommended that 3 forms of identification, where possible, are provided to the person countersigning your application. At least one of these should be as requested on the form. The person countersigning your application will confirm on the form that they have checked your identity.

For all of the following fields, 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.

- B19** Mark an 'X' in the appropriate box. If 'Yes' complete **B20** below.
- B21** Mark an 'X' in the appropriate box. If 'Yes' complete **B22 & B23** below.
- B24** Mark an 'X' in the appropriate box. If 'Yes' complete **B25 & B26** below.
- B27** Mark an 'X' in the appropriate box. If 'Yes' complete **B28 – B29** below.
- B30** If you have a National Entitlement Card issued by a Scottish Local Authority, enter the card number here.
- B31** Enter your PVG Scheme membership ID number if you are a member of the PVG scheme. You may be a member of the PVG Scheme and still be able to apply for a Basic, Standard or Enhanced Disclosure for a purpose outside the scope of the PVG Scheme. But applicants should note that, as stated in the introduction above, you should be applying for a PVG Scheme Disclosure Record if the disclosure is required for the purposes of your regulated work with children or protected adults.
- B32** This should be the electricity supply to your home. Please enter the 21 digit Electricity Supplier No. The 21 digit Electricity Supplier No. is commonly referred to as the 'supplier' or 's' number and appears on your electricity bill.

Contact Details

- B33 – B36** Please insert the relevant (Day & Evening) telephone numbers together with a preferred email address at which Disclosure Scotland will be able to contact you if necessary.

Current Address

- B37 – B43** This should record your current full home address, including the date from which you have been resident at this address. This is the address which will be printed on the applicant's certificate and to which the certificate will be sent.

Address History

- B44 – B57** This section should be used to record all your previous addresses in the last 5 years.
- B58** If you have lived at any more than three addresses within that 5 year period, please mark an 'X' in the box provided. Using a separate sheet of paper, list any other addresses in the same format as given in section **B44 – B57**

NOTE C Declaration

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.

C1/C2 This records the applicant's signature and date of signing. It is important that the signature is kept within the border of the box provided.

NOTE D Payment

Please read the note at the beginning of Part 'D' of the Application Form.

- D1** If this application is to be paid by a Registered or Responsible Body they should mark an 'X' in this box.
- D2** Please select the method of payment in this section and mark an 'X' in the appropriate box. **Only one** method should be selected.
- D3 – D8** This section is for your credit/debit card details. If you are paying by this method, please copy the details carefully from your card.
- D9** Enter your full voucher number here. The voucher is supplied by the Employment Services.

NOTE E Countersignature/Completion by Responsible Body

For **Basic Disclosures** – only fields **E9 to 12 and E20/E21 of Part E** need to be completed by a Responsible Body if they want to pay for the Basic Disclosure by invoice. If another method of payment is chosen, no fields in Part E should be completed for Basic Disclosures. See notes below on completion of fields **E9 to E12 and E20/21**.

For **Standard and Enhanced Disclosures** – the whole of **Part E** must be completed by the countersignatory.

If you are the Registered Person or countersignatory, please read the note at the beginning of Part 'E' of the Application Form and complete sections E1 – E8 before the form is given to the applicant.

E1/E2 Complete the **FULL** name of your organisation using both lines if required.

E3/E4 Complete details of the post for which the application is being made.

E5 Registered Persons or Countersignatories who countersign **STANDARD** or **ENHANCED** Disclosure applications must be satisfied that they are entitled to receive Disclosure information by virtue of their being entitled to ask exempted questions under the Rehabilitation of Offenders Act 1974 in respect of the position applied for. If the application is for a **STANDARD** or **ENHANCED** Disclosure and you are entitled to ask an exempted question in relation to the position to which this application relates, mark an 'X' in the 'Yes' box.

E6 In order to request an **ENHANCED** Disclosure, the disclosure must be required for asking an exempted question for a prescribed purpose as set out in detail in Regulation 9 of the Police Act 1997 (Criminal Records) (Scotland) Regulations 2010. If this application is for an **ENHANCED** Disclosure and you are entitled to request a disclosure for a prescribed purpose, then you should mark an 'X' in the 'Yes' box. For a **STANDARD** disclosure, the answer to this question will always be 'No'.

E7 Mark an 'X' in the 'Yes' box if you are entitled to ask for the **ENHANCED** disclosure to show suitability information relating to children. The circumstances in which you are entitled to request suitability information relating to children are set out in detail in Regulation 10 of the Police Act 1997 (Criminal Records) (Scotland) Regulations 2010. Suitability information includes a check to establish if a person is barred from doing regulated work with children. For a **STANDARD** Disclosure this answer will always be 'No'.

E8 Mark an 'X' in the 'Yes' box if you are entitled to ask for the **ENHANCED** disclosure to show suitability information relating to protected adults. The circumstances in which you are entitled to request suitability information relating to protected adults are set out in detail in regulation 12 of the Police Act 1997 (Criminal Records) (Scotland) Regulations 2010. Suitability information includes a check to establish if a person is barred from doing regulated work with protected adults. For a **STANDARD** Disclosure this answer will always be 'No'.

E9 Complete details of the Registered Body Name if you are countersigning this application. If you are completing fields **E9 to E12** on behalf of a Responsible Body, then you should complete the details of the Responsible Body here.

E10 Complete details of the Registered Body Code / Responsible Body Code and, if appropriate, the Sub Account Code where the charge is to be invoiced.

E11/E12 This records the Registered Person or Countersignatory's name and their Countersignatory Code (provided at time of initial registration).

E13 Where the application is for a **STANDARD** or **ENHANCED** Disclosure, this section is to be completed by the Countersignatory who must satisfy themselves as to the identity of the applicant. The Countersignatory must provide confirmation of the documentation that they have seen as proof of identity of the applicant. A list of various pieces of acceptable identification is given, with accompanying tick boxes. An 'X' should be marked in each of the boxes to show which pieces of identification have been seen by the Countersignatory.

E14/E15 Is to record any other piece of identification seen by the countersignatory.

E16 If you are authenticating this application using 'URU', please supply the Authentication Reference number.

E17 Mark an 'X' in the appropriate box. If 'Yes' complete **E18/E19** with details of the employing organisation's name.

Declaration

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 check and process this application, and that it will also use it for the purposes of the prevention or detection of crime and for other related purposes.
- You understand that 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, for the apprehension and prosecution of offenders and for other related purposes.
- You confirm that the information you have supplied is complete and correct.
- 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.

E20/E21 This records either –

- the Countersignatory's signature and date of signing; or
- the signature of the person signing on behalf of the Responsible Body who wishes to be invoiced for the application fee.

It is important that the signature is kept within the border of the box for scanning purposes. The signature provided here will be checked against the sample provided on the Registration or Enrolment application.

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