



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 returned to you.

* 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



Additional Information, Contact Details & Address History

Additional Information continued

B27 Do you have a National Identity Card? Yes No If 'Yes', enter details below.

B28 National Identity Card No. [Grid]

B29 Country of Issue [Grid]

B30 National Entitlement Card No. [Grid]

B31 PVG Scheme ID [Grid]

B32 Electricity Supplier No. [Grid]

Contact Details

B33 Day Contact No. [Grid]

B34 Evening Contact No. [Grid]

B35 Email Address [Grid]

B36 [Grid]

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) [Grid]

B38 [Grid]

B39 Post Town [Grid]

B40 County [Grid]

B41/B42 Post Code [Grid] Resident From /

B43 Country [Grid]

Address History Please provide your address history in the last five years. (Most recent first, excluding current address.)

B44 Address (Number, Street) [Grid]

B45 [Grid]

B46 Post Town [Grid]

B47 County [Grid]

B48/B49 Post Code [Grid] Resident From /

B50 Country [Grid]

B51 Address (Number, Street) [Grid]

B52 [Grid]

B53 Post Town [Grid]

B54 County [Grid]

B55/B56 Post Code [Grid] Resident From /

B57 Country [Grid]

B58 If you require more space use a separate piece of paper and cross (X) this box.



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 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 / /

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