

Police Act Disclosure Application Guidance Notes

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These guidance notes should be read in conjunction with the 'Police Act' disclosure form.

They offer a simple step-by-step guide to completing the form. Should you encounter any difficulties with either the form or these guidance notes, please call a member of our operations team on 01786 849777 (option 2) where a member of staff will be happy to assist you. Alternatively you can email CRBS on info@crbs.org.uk or visit our website on www.crbs.org.uk where comprehensive guidance about CRBS services and the PVG Scheme are available.

When you complete this form, it will contain personal information about you. For that reason, it is marked **PROTECT – PERSONAL (WHEN COMPLETED)**. This marking means that both CRBS and Disclosure Scotland staff will handle the completed form appropriately and therefore protect your personal information. CRBS and Disclosure Scotland takes the protection of your personal information extremely seriously and has many physical, technical and procedural and 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. We will never share your personal information with any other organisation without your prior consent.

NOTE A Type of Application

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 and unpaid work. However there are certain positions that are exempt from the ROA which entitle those organisations enrolled with CRBS to ask individuals to apply for either a standard or enhanced disclosure (depending on the position applied for) and therefore giving the organisation information about both "spent" and "unspent" conviction information.

Standard disclosures are available for organisations enrolled with CRBS recruiting individuals into the following:

- positions where the work (paid or unpaid) is concerned with the provision of a care service, and
- positions whereby the individuals normal duties are concerned with the provision of a health service where the individuals normal duties enable them to have contact with those in receipt of the service being provided
- positions where the work (paid or unpaid) is within a body primarily concerned with the provision of counselling or other support to individuals who are or appear to be victims of or witnesses to offences and which enables the post holder to have access to personal information about such individuals.

Enhanced disclosures are available for organisations enrolled with CRBS recruiting individuals into the following:

- positions carried out within the precincts of a prison
- positions relevant to Fostering, Adoption and host parenting

For further information on how to apply for a standard or enhanced disclosure or to confirm the information that can be detailed on these levels of disclosure records, please contact a member of our enrolment & assessment team on 01786 849777 (option 1) where a member of staff will be happy to assist you.

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 B6 must be completed)**

B2 (Present Surname): This should be your current surname.

B3/B4 (Present Forenames): This should include all of your forenames and middle names. Use both lines if necessary.

B5–B11 (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 at B5 then B6 – B11 must be completed)**

Adopted

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.

Transgender

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.

B12 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 between sections B6-B11. A separate sheet with these additional details should be attached.

B13 (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.

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 B17.

B17 (Country of Birth): This should be the country of your birth.

B18 (Nationality): This should be your nationality. e.g. British.

Additional Information

B19/B20 (Do you have a National Insurance Number) Mark an 'X' in the appropriate box. If 'Yes' Your National Insurance number should be provided and entered in section **B24** in the format of 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.

B21/B22/B23 (Do you have a Passport?) Mark an 'X' in the appropriate box. If 'Yes' your Passport Number and Country of Issue should be provided and entered in sections **B22 and B23**, 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 these sections should be left blank. The number, if available, should be entered in full.

B24/B25/B26 (Do you have a Driving Licence?) Mark an 'X' in the appropriate box. If 'Yes' your Driving Licence Number and Country of Issue should be provided in sections **B25 and B26**. The Driving Licence Number 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 these sections blank.

B27/B28/ B29 (Do you have a National Identity Card?) Mark an 'X' in the appropriate box. If 'Yes' please complete sections **B28 and B29**, Card Number and Country of Issue.

B30 If you have a National Entitlement Card issued by a Scottish Local Authority, please enter the card number here.

B31 If you are a PVG Scheme Member enter the ID Number here.

B32 (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 bill.

Contact Details

B33 (Day Contact 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.

B34 (Evening Contact No. incl. Area Code): You should provide another telephone number at which Disclosure Scotland can contact you, if applicable.

B35/B36 (Email Address): You should provide an email address if applicable.

Current Address

B37- B41 (Current Address) Please note that this will be the delivery address of the certificate. It should 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 (B44-B57).

B42 (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.

B43 (Country): Only enter information here if the address is outside of the UK.

Address History

B37-B57: 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

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

Disclosure applications for unpaid positions in the voluntary sector are paid for by Scottish Ministers and are 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 payments 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 or CRBS website.

D1 Responsibility for Payment: This should only be crossed if the post applied for is voluntary and is being paid for by the Scottish Government through CRBS, please leave blank at all other times.

D2 Method of Payment: A number of payment methods have been provided; only one method should be selected. Please note that Registered Body Invoice is not available unless the applicant is in a voluntary position, **then D1 (Yes) must be crossed along with D2 Registered Body Invoice**. If you are going to be paying by cheque or postal order, then a cheque or postal order should accompany each disclosure application or batch of applications and should be made payable to ‘Disclosure Scotland’. If paying by voucher please see D9 also.

D3-D8 Credit/Debit Card Payments: Please note that Disclosure Scotland accepts the following cards: VISA, Mastercard, Maestro (formerly Switch), Solo and Delta cards.

D9 Voucher Payments: This should be completed if you are paying by voucher. The voucher number must be entered in the space provided. Please attach the first two copies of the voucher with the disclosure application.

‘FOR DISCLOSURE SCOTLAND USE ONLY’ – Do not enter any detail in this section.

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**

Role Details

E1/E2 (Organisation Name): The name of the **appointing** (where the applicant will be based) voluntary organisation should be entered in box E1. Please note that the voluntary organisation name detailed in box E1 will be the organisation name detailed on the returned disclosure certificate.

E3/E4 (Position Applied For): In this field you should enter the full job title for which the disclosure is to be issued. The job title should clearly indicate the role to be carried out, if not please provide more information as the description may be used to determine relevance of any non-conviction information. No abbreviations please.

Exempted Question/Prescribed Purpose

E5: Exempted Question - Applications for the standard and enhanced disclosure must be for exempted positions, for example a position concerned with a care service, health service or regulated work with children or protected adults. An exempted question is a question which employers are not normally entitled to ask in relation to a person’s criminal history. The Rehabilitation of Offenders Act 1974 (ROA) allows offenders to be rehabilitated and their conviction(s) to be deemed “spent” (do not need to be disclosed), depending on the sentence given and whether they have re –offended. However, the ROA recognises that there are some circumstances where information about spent convictions ought to remain available to those responsible for recruiting individuals into certain positions. For more

information, guidance or support on the exempted question, please call a member of our enrolment & assessment team on 01786 849777 (option 1) where a member of staff will be happy to assist you.

E6: Prescribed Purpose - There are only a small number of CRBS enrolled organisations that are entitled to access the enhanced disclosure, which includes those who recruit individuals into the following positions (paid or unpaid);

Prisons – any office, employment or work which is normally carried out wholly or partly within the precincts of a prison, remand centre, young offenders institution, detention centre or removal centre.

Adoption – individuals seeking appointment to an adoption panel or joint adoption panel, individuals being assessed by an adoption agency as to their suitability to adopt a child and individuals over the age of 16 who resides in the same household as an individual being assessed by an adoption agency as to their suitability to adopt a child.

Fostering – individuals seeking appointment as a member of a fostering panel or joint fostering panel and individuals over the age of 16 residing in the same household as an individual being assessed as to their suitability to be a foster carer.

Host Parenting – individuals over the age of 16 residing in the same household as an individual being assessed as to their suitability to be a host parent.

Note - Foster parents and Host parents will be classed as being in regulated work and will access checks through the PVG scheme rather than an Enhanced disclosure.

E7: List searches – If the application is in relation to a position concerned with adoption, fostering or host parenting, please X cross yes. All other enhanced applications should be X crossed No at box E7.

E8: List searches – All applications should be crossed NO at box E8.

For more information, guidance or support on these sections, please call a member of our enrolment & assessment team on 01786 849777 (option 1) where a member of staff will be happy to assist you.

PLEASE NOTE BOXES E9 TO E15 ARE TO BE COMPLETED BY CENTRAL REGISTERED BODY IN SCOTLAND ONLY. DO NOT ENTER ANY INFORMATION IN THESE BOXES.

Secondary Organisations

E17/E18 (Are Countersigning on Behalf of Another Organisation) T Mark an 'X' in the Yes box at **E17** and enter the name of the appointing organisation in **E18** (this should be the same organisation which was completed in section **E1**).

PLEASE NOTE BOXES E20 AND E21 ARE TO BE COMPLETED BY CENTRAL REGISTERED BODY IN SCOTLAND ONLY. DO NOT ENTER ANY INFORMATION IN THESE BOXES.