

## Central Registered Body in Scotland

### Disclosure Application: Notes on Guidance

These notes should be read in conjunction with the Disclosure Scotland Application form, and CRBS Disclosure Application cover sheet. They offer a simple step-by-step guide to completing the forms. Should you encounter any difficulties with either of the forms or the notes on guidance, you are advised to contact the CRBS helpline for further assistance on 01786 849 777; by fax on 01786 849 767; by e-mailing CRBS on [info@crbs.org.uk](mailto:info@crbs.org.uk) or by visiting our website on [www.crbs.org.uk](http://www.crbs.org.uk)

The Application form should be completed in **BLOCK CAPITAL LETTERS** using **BLACK or dark ink only**. You should write only in the boxes provided. **Please ensure that the writing is contained within the boxes** (for scanning purposes). Other than the boxes provided, no other part of the form should be used to write on and you should avoid using correction fluid when errors have been made. Some applicants have found it helpful to fill the form in with a pencil initially before final completion.

It is recommended that you keep a note of the application form number in a safe place for future reference. This is the number printed under the bar code on the front of the application form. This number is unique to each application form and should be quoted for tracing purposes in the event of an enquiry.

#### Data Protection Act 1998

Personal data must only be processed with the express consent of the data subject. The information supplied on this Form by the applicant should not be used or disclosed in a manner incompatible with the purpose. Any non-obvious use of the data, including the further disclosure to a third party, **must** be notified to the applicant. The notification should identify the Data Controller, the purpose for the processing, and any further relevant information.

#### Note A Type of Application

There are a number of options given at Section A1 of the form for the type of application, from which you should select only one. A cross 'X' should be clearly marked in the appropriate box. The completion of the remainder of the form will depend on which of the following options are selected.

- **Basic Disclosure** — These are not available from CRBS. **DO NOT USE THIS FORM TO APPLY FOR A BASIC DISCLOSURE**. Contact Disclosure Scotland on 0870 609 6006.
- **Standard Disclosure** — This box should only be selected for positions which do not fulfill the criteria for an Enhanced Disclosure. This level of disclosure is not normally requested by organisations registered with CRBS.
- **Enhanced Disclosure** — Select this box where you are applying for a child care position (as defined in schedule 2 of PoCSA), an adult at risk position (as defined in Section 10 of the Police Act 1997 (Criminal Records) (Scotland) Regulations), or for positions that are based within a service that is registered with the Care Commission.

Enhanced Disclosures are the highest level of Disclosures and will include all of the details contained in the Standard Disclosure but may also contain non-conviction information held locally by police, where this is considered relevant to the post or voluntary work being sought. It will be for the prospective employer or other person or body offering the position to decide which level of Disclosure is applied for.

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## Note B Personal Details

**Part B should be completed by the disclosure applicant.** Please ensure the form is fully and correctly completed, as any discrepancies will result in the form being returned to you.

**B1 (Title)** — e.g. Mr; Mrs; Miss; etc. Examples of “Other” may be “Reverend”; “Monsignor” etc.

**B2 (Surname)** — This should be your current surname.

**B3/B4 (Forenames)** — This should include all forenames.

**B5-B7 (Name at birth if different to above)** — This section should be completed only where the information is different to that given at sections B2-B4 for whatever reason e.g. marriage; adoption (where known); change of name by deed poll; etc. Individuals who have been subject to a gender re-assignment should contact the CRBS in the first instance to ensure processing is not delayed.

**B8-B11 (Other names)** — This section should only be completed if you are known by, or have been known by, any names other than those listed at B2-B4 and/or B5-B7. If there are not enough spaces on the form to list all other names, these should be listed on a separate sheet of paper and attached to the Disclosure Application form. If you are known by, or have been known by, any other names, which you have not detailed on the application form, you should mark an ‘X’ in the box provided.

### Birth Details

**B12 (Date of birth)** — This should be your date of birth as shown on your birth certificate e.g. 24/11/1974.

**B13 (Gender)** — An X should be marked in the box for either male or female. This should be read as the gender at the date of application. Only one box should be crossed. Individuals who have been subject to a gender re-assignment should contact the CRBS in the first instance to ensure processing is not delayed.

**B14 (Town of birth)** — This **must** be completed and should be the postal town e.g. Inverness; Aberdeen.

**B15 (Mother’s family name)** — This **must** be completed and should be the surname your mother was born with.

### Birth Certificate

**B16-B19 should be completed as fully as possible. Foreign nationals should, if possible, enclose a copy of their birth certificate.**

**B16/B17 (Certificate number/issue date)** — this number can be found on every UK birth certificate except for some pre 1966. Copies of UK birth certificates can be obtained from Register House in Edinburgh. The issue date is also shown on individual birth certificates.

**B18 (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.

**B19 (Registration sub-district)** — An example of this would be Edinburgh, Midlothian.

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**B20 (National Insurance Number)** — Every individual is issued with a national insurance number. This information can be accessed from a number of documents e.g. National Insurance Certificate; Form UB4O; payslip: etc.

**B20 is mandatory and must be completed for those who have been issued with a NI Number.**

**B21/B22 (Full UK Passport no/issue date)** — This number can be found towards the back of a full UK or European Passport e.g. 34578921. The date of issue can also be found on the same page. It is recognised that not everyone holds passport. In this case, please leave this section blank.

**B23 (Nationality)** — Individuals are only required to indicate whether they are UK citizens or citizens of another country. Only one box should be crossed.

**B24/B25 (UK Driving Licence No)** — This can be found on all UK driving licences and comes in the form of a sixteen-digit number and letter combination (split 5/6/5) e.g. ROSS7/758921/PC7RA. The validity date is shown clearly on the licence. It is recognised that not all individuals will hold a driving licence. In this case, please leave this section blank.

**B26 (Previous Disclosure Numbers)** — Each Disclosure carries a unique reference number. This should only be completed if you are in receipt of a previous Disclosure issued by Disclosure Scotland.

**B27 (Unspent criminal conviction declaration — (Standard or Enhanced Disclosures only)** — You are required to put a cross in this box if you have any unspent convictions. If not, leave blank.

### Contact Information

**B28(Home telephone number)** — You should insert your full home telephone number, including STD code.

**B29 (Fax No)** A full fax number should be given, where appropriate, including STD code.

**B30/B31 (Email Address)** — Insert as applicable.

### Current Home Address

**B32-B38** This should record your current full home details, including the date from which you have been resident at this address.

### Home Address History

**B39-B59** This section should be used to record all your previous addresses, if you have not lived at your current address for the last 5 years.

**B60** If you have lived at any more than 4 addresses within that period, you should mark a 'X' in the box provided. You should also use a separate piece of paper to list any further addresses in the same format as given in section B32-B38, and attach it to the Disclosure Application Form. Please **do not** use a photocopy of this page to record additional addresses.

## Note C Countersignature

**Section C1/C2** should be completed by the applicant or the countersignatory.

**C1** This should be the name of the organisation you either work for or volunteer for

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**C2** This should be the position applied for e.g. Befriender. (Volunteer is not an adequate description – explicit titles must be given). Where the position applied for is a child care position the words “Child Care” must be entered prior to the position title e.g. “Child Care Befriender”.

AAR must also be entered if the position is one which comes into contact with an adult at risk and if you wish to check against the existing Disqualified From Working with Adults Lists, eg “AAR Befriender”.

**SECTION C3 – C10 WILL BE COMPLETED BY THE CRBS.  
DO NOT WRITE ANYTHING IN THIS SECTION.**

**Section C11 – C25** should be **completed by a countersignatory** for the organisation identified in **C11**.

**C11** Please enter the name of your organisation.

**C12** If the **applicant** will work or volunteer for more than one organisation, please cross (X) this box and provide details of the other organisations.

**C13** This is always 09 if your organisation is using CRBS to access disclosures.

**C14** Leave blank

**C15-C25** Please complete this section with your organisation contact details, as provided at the point of registration.

**SECTIONS C26 and C27 WILL BE COMPLETED BY THE CRBS.  
DO NOT SIGN OR DATE THIS SECTION.**

### Note D Payment

**IF YOU ARE A VOLUNTEER DO NOT COMPLETE PART D.**

**Part D is completed by the countersignatory only if the application is for a paid employee, otherwise leave blank**

**D1** Leave blank as not applicable to disclosures for volunteers being processed through the CRBS.

**D2** The methods of payment available to organisations are “Cheque”, “VISA”, “Master Card”, “Debit Card” and “Postal Order”. Cheques or Postal Orders (£20.00 per application) should be attached to each Disclosure application, or batch of applications, and be made payable to “Disclosure Scotland”. For payments by VISA, Master Card or Debit Card D3-D8 **must** also be completed.

**D3-D8** If the method of payment selected is “VISA”, “Master Card” or “Debit Card” enter the card details, sign and date. Please note that if paying by Credit/Debit Card an administration charge of 50p is added making the total fee £20.50 per application.

**D9 (Voucher Payments)** — Please leave blank, not applicable to disclosures being processed through the CRBS.

### Note E Declaration

**E1** If you indicate with an ‘X’ in this box, you are confirming that you consent to, and understand that, information supplied on this form will be passed to other Government organisations and law enforcement agencies for the purpose of checking your application and completing the details required on the Disclosure.

**E2/E3** This box is for the applicant’s signature. The date should also be entered in the boxes provided. It is important that the signature is kept within the border of the box provided, as this will be scanned into Disclosure Scotland systems.

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## Note F Disclosure Application Cover Sheet

**F1-F14** Should be completed by the signatory who checks the applicant's identification documents.

**F1 (Disclosure Application Number)** – This is the number printed under the barcode on the front of the disclosure application form.

**F2 (Applicant's Name)** — Please enter disclosure applicant's name as per B2/B3.

**F3 (Position Applied For)** — Please enter as per C2.

**F4** This section provides confirmation of the documentation seen by the signatory as proof of identity of the applicant. A list of the main pieces of identification is given with accompanying boxes. An 'X' should be marked in each of the boxes to show which pieces of identification have been seen or detailed in the space provided for "Other". You should in preference see at least two pieces of identification, one with a picture. The documentation seen must verify both the physical identity and the current address.

**F5** You should indicate here whether the post is paid or voluntary. Volunteers are those involved in any activity that involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

**F6 Type of Application.** This should match A1 on the Disclosure Application Form. For information on types of disclosures see Note A.

**F7 (Organisation Name)** — This should be the official name of the Registered Body and should be detailed in full. Where appropriate, this should be the name which is registered with Company House. If you are not registered with Company House, this should be the name of the organisation by which you are generally known.

**F8 (Registered Body Code)** — This should be completed in all cases. The Registered Body Code is a code specific to your organisation allocated by CRBS and will be shown on your registration document.

**F9 (Signatory Name)** — This is the name of the signatory checking the ID and credentials of the applicant. This does not necessarily have to be the lead signatory/collator.

**F10 (Signatory Code)** — This records the signatory code allocated by CRBS.

**F11 (Position in Organisation)** — This should be the signatory's current position e.g. volunteer co-ordinator, volunteer manager.

**F12** This is the name of the signatory and the organisations name. Section a) and/or b) must be ticked as appropriate.

**F13** This box is for the signature of the relevant signatory, and will be checked against the signature provided for registration.

**F14** The date of signing should also be entered in the boxes provided.