



Disclosure Application Form

Guidance Notes for Signatories

Please retain these Guidance Notes

Central Registered Body in Scotland
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Disclosure Application Form Guidance Notes for Voluntary Sector Organisations Registered with the Central Registered Body in Scotland (CRBS)

These notes should be read in conjunction with the Disclosure Scotland Application form. These notes offer you, as a signatory, a simple step-by-step guide to completing the Disclosure Application form. Should you encounter any difficulties with either the form or the notes on guidance, you are advised to contact the Central Registered Body in Scotland for further assistance on 01786 849777; or by emailing CRBS on info@crbs.org.uk or by visiting our website on www.crbs.org.uk. All legislation and documents mentioned in these guidance notes are available on our website.

We recommend that the Disclosure Application form be completed in **BLOCK CAPITAL LETTERS** using **black or dark blue ink** (this is for scanning purposes and is a requirement of Disclosure Scotland). Write only in the boxes provided and **please ensure that the writing is contained within the boxes**. A space should be indicated by leaving an empty box. No other part of the form should be used. Mandatory fields are highlighted in yellow and a failure to complete a mandatory field will mean that processing will be delayed (**E9 TO E15 and E17/E18 are only mandatory to CRBS, please leave blank**).

It is recommended that you keep a note of the application form number in a safe place for future reference. This is the 16-digit number printed under the barcode, in the top right-hand corner on the front of the application form. This number is unique to each application form and should be quoted for tracking 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 the Disclosure Application form by the applicant should not be used or disclosed in a manner incompatible with the purpose for which it was collected. Any non-obvious use of the data, including the further disclosure to a third party, **must** be with the written consent of the applicant. The notification should identify the Data Controller, the purpose for the processing, and any further relevant information. If you have any questions or queries regarding Data Protection please contact CRBS or the Information Commissioner (Tel: 01625 545745) Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

NOTE A Type of Application

It is for the registered CRBS signatory/organisation recruiting or offering the position to decide whether an Enhanced Disclosure Application is required for the paid or unpaid post being offered.

Disclosure applications submitted for childcare and adults at risk positions should have a cross 'X' clearly marked in the box marked Enhanced Disclosure.

Enhanced Disclosure

Enhanced Disclosures are the highest level of Disclosure and are available when a registered CRBS signatory or their nominee is satisfied that they are recruiting an applicant into a childcare or adult at risk position for the purpose of paid or unpaid work. Applicants 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 applicants to either a childcare or adult at risk position the registered CRBS signatory/organisation recruiting is 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 the registered CRBS signatory and the applicant 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 registered CRBS signatory of the organisation which is making the appointment. This is done via the CRBS. Both the applicant and the registered CRBS signatory will receive a copy of the Enhanced Disclosure but the applicant's copy, in this instance, will not disclose the non-conviction information. Additional Government Information derived from the lists of disqualifications from the working with vulnerable groups, e.g. children and/or adult at risk, will also be included where relevant. In this instance, two Disclosure Certificates will be issued and will detail the exact same information.

For further information, guidance or support on the relevant legislation that entitles registered signatories/organisations to access Enhanced Disclosure certificates on applicants wishing to apply for paid or unpaid childcare and/or adults at risk positions, please contact CRBS directly on 01786 849777 or info@crbs.org.uk or access our website at www.crbs.org.uk.

NOTE B Applicants Personal Details

Name(s)

B1 (Title) - Mr; Mrs; Ms; Miss - a cross 'X' should be marked 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 the applicant's current family name.

B3/4(Present Forenames) - This should include all of the applicant's forenames and middle names. Both lines should be used if necessary.

B5 (Mother's Maiden or Family Name) - This should be the surname at birth, used by the applicant's 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. the applicant's name has changed through marriage, divorce, or other means. (If yes is crossed then B7 must be completed)

Please note:

If the applicant is **adopted**, it is not necessary for them to provide their name at birth if the adoption was prior to the age of eight.

If the applicant is **transgender** and wishes for this information to remain private, please recommend that they 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 if **Mrs** has been crossed at **B1**.

B10-12 This section should only be completed if they 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 the applicant is adopted they 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 birth.

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

B19 - B24 are not mandatory fields, but Disclosure Scotland require at least one of these boxes to be completed. However CRBS recommend that organisations should be vigilant when carrying out ID checks and should encourage applicants to complete each section where possible.

Guidance on Confirmation of Identity

The organisation offering the position is required to provide information in relation to confirming an applicant's identity. The CRBS recommend that organisations seek 2 forms of identification. Original documents should be provided as they carry greater weight as copies can more easily be manipulated. It is recommended that applicants provide one item of photographic evidence (for physical identification purposes) and one separate item of address related evidence (to verify current address). A new style photographic drivers licence serves for both photographic and address identification.

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 the applicant's 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 the applicant cannot provide any photographic evidence of identity:

When an applicant does not have the required documentation for photographic evidence they 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 the application.

B19 (National Insurance No.) -The applicant’s 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. Those who are aged less than 16 years of age or foreign nationals in unpaid positions may not possess a National Insurance number.

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) - 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 the applicant is in receipt of a previous Disclosure Certificate issued by Disclosure Scotland; if more than one Disclosure is held by the applicant, the most recent should be used. Please note this is not considered to be evidence of identity by Disclosure Scotland.

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 the applicant if necessary. If this is left blank, and Disclosure Scotland need to contact the applicant, the processing of the application may be delayed.

B27 (Business/Mobile Phone No. incl. Area Code) - The applicant should provide another telephone number at which Disclosure Scotland can contact them, if applicable.

B28/29 (Email Address) - The applicant should provide an email address, if applicable.

Current Address

B30-34 Please note that this will be the delivery address of the Disclosure Certificate. It could be the applicant's home address, Halls of Residence or temporary lodgings. If the address entered is not the applicant's home address they must include details of their home address in the Address History section (B37-B57).

B35 (Resident From) - The date from which the applicant has 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 address 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 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, the applicant is confirming that they consent to, and understand that, information supplied on the application form may be passed to other Government organisations and law enforcement agencies.

NOTE D Payment

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 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 then D1 (Yes) must be crossed along with D2 and D3 Registered Body Invoice, if the applicant is in a paid position then cross D1 (No) and then go to D3 payment method (excluding invoice).

D2 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.

D3 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 and D3 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 D10 also.

D4-9 Credit/Debit Card Payments - Please note that Disclosure Scotland accepts the following Cards: VISA, Mastercard, Maestro (formerly Switch), Solo and Delta cards.

D10 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 to E8 & Box E16 to be completed by voluntary organisations registered with CRBS)

Role Details

E1 (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 Enhanced Disclosure Certificate.

E16 (Organisation Name) - If acting as an Intermediary Body/Governing Body/National Body and are accessing Enhanced Disclosures on behalf of an additional organisation/group/club, please enter the

organisation/group/club name in box E1 and enter the Registered Intermediary Body/Governing Body/National Body name in box E16.

E2/3 (Position Applied For) - In this field you should enter the full job title for which the Disclosure is to be issued. The job role 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.

E4 Cross 'Yes' or 'No' to confirm whether or not the work will be carried out at the home address of the applicant.

Exempted Question/Prescribed Purpose

E5 An exempted question is a question which employers are not normally allowed to ask in relation to a person's criminal history. The Rehabilitation of Offenders Act 1974 allows offenders to be rehabilitated and their conviction(s) to be deemed 'spent', depending on the sentence given and whether they have re-offended. However, the Act recognises that there are some circumstances where information about spent convictions ought to remain available. The Act has created a number of exceptions (paid and unpaid positions) where both spent and unspent convictions should be disclosed. These exceptions are detailed in the Rehabilitation of Offenders Act 1974 - Exclusions and Exceptions (Scotland) Order 2003. These exceptions include childcare positions (as defined in schedule 2 of the Protection of Children (Scotland) Act 2003) and adult at risk positions (as defined in section 10 of the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006). For further information, guidance or support on any of the aforementioned pieces of legislation, please contact CRBS directly on 01786 849777 or info@crbs.org.uk or access our website at www.crbs.org.uk

E6 The following legislation states that an Enhanced Disclosure can only be applied for by a registered person if it is for the purposes of assessing an applicants suitability for paid or unpaid positions (prescribed purpose):-

Section 113B(2)(b) of Part V of the Police Act 1997 as inserted by the Serious Organised Crime and Police Act 2005 states that a Disclosure Application must be accompanied by a statement by the registered person that the certificate is required for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006 accompanying the Serious Organised Crime and Police Act 2005.

List Searches

E7 Disclosure Scotland has access to the lists of individuals disqualified from working with children. If this application is for a childcare position, as defined in schedule 2 of the Protection of Children (Scotland) Act 2003, please cross the 'Yes' box.

E8 If this application is for an adult at risk position, as defined in section 10 of the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006, please cross the 'Yes' box.

If the application is for both a childcare and adult at risk position, please cross both "Yes" boxes. If you require clarification, please contact CRBS.

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

Secondary Organisations

E16

E16 (Organisation Name) - When an organisation accesses the Disclosure scheme on behalf of others, either as an Intermediary Body/Governing Body/National Body, the name of the organisation/club/group on whose behalf they are acting should be entered in box E1. The name of the Registered Intermediary Body/Governing Body/National Body should be entered in box E16.

PLEASE NOTE BOXES E17/18 TO BE COMPLETED BY CENTRAL REGISTERED BODY IN SCOTLAND ONLY. DO NOT ENTER ANY INFORMATION IN THESE BOXES