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A CSG’S GUIDE TO CHECKING & COMPLETING A ‘POLICE ACT DISCLOSURE APPLICATION’

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INTRODUCTION:

Our Application Processing department is responsible for carrying out a quality assurance check on all application forms received. Unnecessary delays to processing applications are caused by **mandatory fields** being omitted from an application form or completed fields have been endorsed incorrectly. Please note all mandatory fields are highlighted in **yellow** on the application form and **MUST** be completed. This guide has been created to help identify the most common errors and how to avoid these, it also includes a list of 'Do's' and 'Don'ts', a breakdown of what information each field should contain and a CSG checklist for you to refer to before submitting an application to Disclosure Scotland.

DO'S AND DON'TS:

<u>DO</u>	<u>DON'T</u>
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.	Don't place any stamps or stickers on the form, (e.g. those featuring addresses).
Ensure all fields have been completed unless guidance notes suggest otherwise. Mandatory fields are highlighted in yellow and must be completed.	Don't write over the edges of the boxes.
Ensure all choices in the boxes are indicated by a cross [X], not a [✓].	Don't submit any scanned, downloaded or photocopied versions of an application form, we are unable to accept these and the application(s) will be rejected.
Ensure the application has been completed in black or blue ink and written clearly in BLOCK CAPITALS within the boxes provided.	Don't send any original documents to Disclosure Scotland, we only require photocopies of documents.
Ensure only one letter or number has been used for each box. The number of boxes given for each section indicates the maximum amount of letters/numbers that the system will accept.	
If you or the applicant make a mistake please ensure it is corrected 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.	

COMMON ERRORS:

- **A1** – Level not selected/incorrect level selected/more than one level selected. Please ensure only one level is selected, for Standard and Enhanced Disclosures this should be in relation to the position applied for at E3, and in accordance with the relevant legislative criteria.
- **B13** – Mother’s Family name, this field is often omitted. Please ensure no Forename(s) have been included, only the Mother’s Maiden Surname/Family Name is required.
- **B19-B26** – Additional Information. If ‘Yes’ has been marked for any of the questions in this section the applicant must also provide the relevant information i.e document numbers and county of issue. If the applicant has lost any of the documents or does not have access to them please ensure you provide a covering letter to advise. Driving licence numbers often highlight that a middle name has not been provided by the applicant or a date of birth anomaly, please see further guidance below at the application form breakdown on how to spot these errors.
- **B37-58** – Full 5 year address history details are often omitted from the application form. Please ensure the applicant’s home address is endorsed at B37-B43 and a full five year address history follows from B44 in chronological order including resident from dates for each address.
- **PART E – Countersignature Details**
We often find anomalies with Registered Body Name’s, Registered Body Codes and Countersignatory Names and codes. Where applicable please ensure you complete the correct Registered Body details at Part E of the application form for Standard and Enhanced applications and Basic applications if opting to pay by monthly invoice. If you are unsure of any of the codes relating to yourself or the organisation please contact the Disclosure Scotland Helpline and we will be happy to assist. Please also ensure the signature entered at E20 matches the signature you supplied with your initial registration application. If this has changed please notify Disclosure Scotland to allow us to update our records, you will be required to complete a modify registration application. Please also note the answers marked at the Exempted Question/Prescribed Purpose and list searches should reflect the level selected at A1, see below table on how these should be answered for each level of disclosure.

<u>Mandatory Field</u>	<u>Standard Disclosure</u>	<u>Enhanced Disclosure</u>
E5	Yes	Yes
E6	No	Yes
E7	No	Yes or No as appropriate
E8	No	Yes or No as appropriate

APPLICATION FORM BREAKDOWN:

PART A – TYPE OF APPLICATION

A1

Ensure the applicant has marked only one level of Disclosure. For Standard and Enhanced Disclosures this should be in relation to the position applied for at E3, and in accordance with the relevant legislative criteria.

PART A		Type of Application (Read Note A)					
A1	Basic	<input checked="" type="checkbox"/>	Standard	<input checked="" type="checkbox"/>	Enhanced	<input checked="" type="checkbox"/>	Cross (X) one box only.
PART B		Personal Details (Read Note B)					

Basic

Registered Body details should be endorsed at section E9-12 and E20/21 for Basic applications, only if method of payment has been selected as invoice.

Standard

Registered Body details should be endorsed at section E1-E20 for Standard applications.

Enhanced

Registered Body details should be endorsed at section E1-E20 for Enhanced applications.

PART B – PERSONAL DETAILS

B1

Ensure an 'X' has been marked in the appropriate box. Examples of 'Other' may be Doctor, Reverend, Lord etc.

B2, B3 & B4

Current surname and all forename(s) including any middle

names should be endorsed here, this will be the name which appears on the certificate. Please ensure the applicant has written their full name and not just initials. If the applicant does not wish their middle name to appear on the certificate please enter it at B7.

PART B		Personal Details (Read Note B)				
Name(s)		Mr	Mrs	Ms	Miss	Other
B1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B2	Present Surname					
B3	Present Forename(s)					
B4						

PART B – PERSONAL DETAILS CONT'D

B5-B12

If the applicant has answered B5 as 'Yes' please confirm the details at B6-B11. Please note these fields should only be completed where the information differs from above (B2/3), for example, marriage, adoption (where known) or change of name via deed poll. If an applicant prefers not to have their middle name(s) appear on the certificate it should be entered here for vetting purposes. If applicable please ensure both the current forename and middle name has been entered and not the middle name on its own.

Adopted? If the applicant is adopted it is not necessary to provide a birth name if the adoption was prior to the Age of eight.

B5	Are you now, have you ever been, or were you at birth known by a different name? Yes <input type="checkbox"/> No <input type="checkbox"/> 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. <input type="checkbox"/>
B13	Mother's Maiden or Family Name

B13

Mother's Maiden Surname or Family name should be entered here, please ensure no Forename(s) have been supplied. Note this should be the Surname used by the applicant's mother/adoptive mother prior to marriage, deed poll change etc.

B14/B15, B16, B17 & B18

The applicant's date of birth should match any supporting documents and in the format: DD/MM/YYYY.

An 'X' should be marked in the appropriate gender box.

B16

Town of birth should be supplied.

Please note this should not be the county/region/district.

B17

County of birth should be supplied.

B18

Nationality should be supplied. e.g. British, Irish.

Birth Details		Gender	
B14/B15	Date of Birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
B16	Town of Birth		
B17	Country of Birth		
B18	Nationality		

PART B CONT'D – ADDITIONAL INFORMATION

Please note if the applicant has a Passport, Driving Licence or National ID card but are not in possession of the document to complete the relevant details please select 'Yes' and provide a covering letter with the application to advise.

B19, B20

If 'Yes' ensure B20 is endorsed with National Insurance Number.

B21, B22, B23

If 'Yes' ensure B22 is completed with passport number and B23 with country of issue.

B24, B25, B26

If 'Yes' please ensure B25 is endorsed with Driving Licence Number & B26 with country of issue. If the applicant is a Northern Ireland or Jersey Driving Licence holder please ensure Northern Ireland (NI) or Jersey is endorsed at B30.

N.B A very common error in relation to a UK Driving Licence number

is that it indicates a middle name not supplied at B3/B7 or date of birth anomaly. Where a UK driving licence number has been supplied, Countersignatories should check to see if there is a middle name indicated and the date of birth matches the date given at B14.

Additional Information			
B19	Do you have a UK National Insurance Number?	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	If 'Yes', enter details below.
B20	National Insurance No.		
B21	Do you have a Passport?	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	If 'Yes', enter details below.
B22	Full Passport No.		
B23	Country of Issue		
B24	Do you have a Driving Licence?	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	If 'Yes', enter details below.
B25	Driving Licence No.		
B26	Country of Issue		

UK Driving Licence Breakdown:

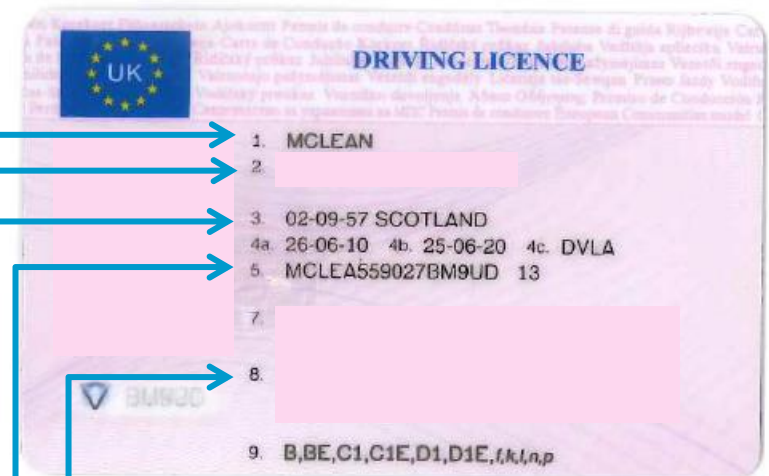
1. Surname

2. Forename(s) including middle names

3. Date of birth and county of issue

5. Driving Licence number that should be endorsed in field B29 if applicable

8. Home Address of Driving Licence holder



DRIVING LICENCE BREAKDOWN CONT'D:

How to check the applicant's Surname:

The first 5 letters of the Driving Licence number should match the first 5 letters of the Surname, if the Surname contains less than 5 letters the remaining characters will be replaced by the number '9' e.g. 'LAW99' or 'HO999'. If the Surname begins with 'MAC' it will always show on a Driving Licence as 'MC'.

The example shown indicates the applicant's Surname begins with 'MCLEA' which corresponds with the Surname 'MCLEAN' shown at number 1.



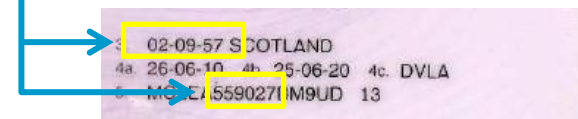
How to check the applicant's date of birth:

After the Surname there is 6 digits which make up the date of birth, the first and last number makes up the year, the second and third digits are the month and the fourth and fifth numbers are the day of birth. Please note the second digit changes depending on the gender of the individual.

For a male licence holder January to September will be prefixed by '0' i.e. September will appear as '09'. December will appear as '12'.

For a female licence holder the first digit will be replaced by a '5' if born between January and September i.e. September will appear as '59' as in the above example and if born between October and December the first digit would be replaced by a '6' i.e. December will appear as '62'.

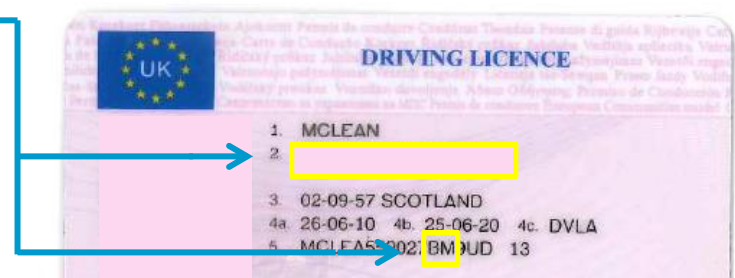
The example shown is a female born on 02/09/1957.



How to check middle name(s):

The next two letters are the initials of an individual's forename(s). If the licence holder has a Middle name this will be shown here therefore you should ensure this has been included on the application, either at B3 if it is to be shown on the certificate or B7, for vetting purposes. If the licence holder has no middle name the second number will be replaced with a '9'.

The example shown indicates the licence holder's Forename begins with 'B' and has a middle name beginning with 'M'.



PART B – ADDITIONAL INFORMATION CONT'D

B27, B28 & B29

If 'Yes' please ensure B28 and B29 and are completed with ID Card number and country of issue.

B30

This relates to a National Entitlement Card issued by a Scottish Local Authority, the card number should be entered here with no further details.

B31

If the applicant is a member of the PVG Scheme they may have entered their PVG Membership number. However Countersignatories should note that they cannot require or request details of Scheme Membership from the individual when the post is not regulated work.

B32

Electricity Supplier No. is not mandatory and there is no requirement to complete this.

B33-B36

Relevant contact details should be provided in the case that Disclosure Scotland should contact the applicant regarding their personal details. The email address provided should be personal to the applicant as sensitive information may be sent to this address.

Additional Information continued	
B27	Do you have a National Identity Card? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> If 'Yes', enter details below.
B28	National Identity Card No.
B29	Country of Issue
B30	National Entitlement Card No.
B31	PVG Scheme ID
B32	Electricity Supplier No.
Contact Details	
B33	Day Contact No.
B34	Evening Contact No.
B35	Email Address
B36	

PART B CONT'D – ADDRESS HISTORY

B37-B58

The address history section should record the applicant’s current home address and full five year address history. Disclosure Scotland also require the resident from dates, please note a full period is required up to and including the current month and year of completing the application form. For example if the applicant was resident at their current home address since 10/2011 and the current month is 03/2016 we would require an address history from at least 03/2011.

Please note B37-B43 will be the delivery address of the applicant’s copy of the certificate (Standard and Enhanced only). Only one copy of the certificate will be issued for a Basic Disclosure.

If more space is required please mark an ‘X’ at B58 and continue the address history on a separate piece of paper in the same format given. Please ensure the application barcode has been endorsed on the separate piece of paper.

If the applicant has been homeless for a period of time with no address to provide please enter no fixed abode, with the resident from dates for the period that they were of no fixed abode and include a covering letter to advise of the town or county in which they were during the stated period.

Basic Disclosures Only:

If the certificate is being sent to a C/O address the full delivery address should be endorsed at B37-B43 with the applicant’s current home address and full five year address history following on from B44.

Please note you must have written consent from the applicant to receive the certificate on their behalf.

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)												
B38													
B39	Post Town												
B40	County												
B41/B42	Post Code					Resident From	M	M	/	Y	Y	Y	Y
B43	Country												
Address History		Please provide your address history in the last five years. (Most recent first, excluding current address.)											
B44	Address (Number, Street)												
B45													
B46	Post Town												
B47	County												
B48/B49	Post Code					Resident From	M	M	/	Y	Y	Y	Y
B50	Country												
B51	Address (Number, Street)												
B52													
B53	Post Town												
B54	County												
B55/B56	Post Code					Resident From	M	M	/	Y	Y	Y	Y
B57	Country												
B58	If you require more space use a separate piece of paper and cross (X) this box. <input checked="" type="checkbox"/>												

PART C – DECLARATION

C1/C2

This records the applicant's signature and date. Please ensure the signature is kept within the box provided. If the signature has been omitted when this is received by Disclosure Scotland we are unable to process the application and a new one will be required with a signature endorsed.

Please note the applicant should refer to the guidance notes for further information on the declaration.

PART C		Declaration (Read Note C)	
I understand the following:			
<ul style="list-style-type: none">• Disclosure Scotland will use the information I have given to verify my identity and to check and process my application. Disclosure Scotland will use this information for the purposes of the prevention or detection of crime and for other related purposes.• Disclosure Scotland may pass the information it holds about me 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 declare that the information I have given 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.			
C1/C2	Applicant's Signature	PLEASE KEEP SIGNATURE WITHIN BOX	Signature Date DD / MM / YYYY

PART D – PAYMENT

*Please note if a Qualifying Voluntary Organisation is submitting A Standard or Enhanced Disclosure for a voluntary post this **MUST** be submitted via Volunteer Scotland Disclosure Services.*

D1

An 'X' should be marked if the application should be included on your organisation's monthly invoice.

D2

An 'X' should be marked in the appropriate box. Please ensure only one payment method has been selected, if more than one has been marked the application may be rejected or delayed. All cheques and postal orders should be made payable to 'Disclosure Scotland'.

PART D		Payment (Read Note D)							
If you, as the Applicant, are paying for this application, complete PART D before forwarding the form to the person who will be countersigning it. If you are not paying for it, leave PART D blank and forward the form directly to them.									
D1	If you are the Registered/Responsible Body and you wish this application to be included on your invoice please cross (X) this box and complete D2.		<input checked="" type="checkbox"/>						
D2	Method of Payment								
Registered Body/ Responsible Body Invoice	<input checked="" type="checkbox"/>	Cheque	<input checked="" type="checkbox"/>	VISA	<input checked="" type="checkbox"/>	Master Card	<input checked="" type="checkbox"/>	Maestro	<input checked="" type="checkbox"/>
Solo	<input checked="" type="checkbox"/>	VISA Electron	<input checked="" type="checkbox"/>	VISA Debit/ Delta	<input checked="" type="checkbox"/>	Postal Order	<input checked="" type="checkbox"/>	Voucher	<input checked="" type="checkbox"/>
Please make cheques payable to 'Disclosure Scotland'. We recommend the cheque is completed in blue or black ink.									

PART D – PAYMENT CONT'D

D3-D7/8

This section should be completed for card payments marked at D2 only. If any other payment method has been selected this section should be blank.

Please note the hand writing should be particularly clear to ensure the data is captured correctly.

D9

Voucher number should be recorded here if using voucher as method of payment.

For Disclosure Scotland use only.

Please do not mark or write any details at this section.

Credit/Debit Card Payments		
D3	Card Number	<input type="text"/> <small>This is the large number written across the middle of your card. Do not leave blank spaces.</small>
D4/D5	Expiry Date	<input type="text"/> / <input type="text"/> Issue Number <input type="text"/> (If applicable)
D6	Name of Cardholder	<input type="text"/>
D7/D8	Cardholder's Signature	<input type="text"/> PLEASE KEEP SIGNATURE WITHIN BOX <input type="text"/> Signature Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Voucher Payments		
D9	Voucher Number	<input type="text"/>

COUNTERSIGNED APPLICATIONS - send completed application forms to the person who will be countersigning your application.
NON-COUNTERSIGNED APPLICATIONS - send completed application forms to: Disclosure Scotland, PO BOX No. 250, GLASGOW, G51 1YU.

FOR DISCLOSURE SCOTLAND USE ONLY. DO NOT WRITE BELOW THIS LINE.

Correct Payment	<input type="text"/>	Amount	<input type="text"/>	Sort Code	<input type="text"/>
Account Number	<input type="text"/>	Cheque Number	<input type="text"/>		
Other	<input type="text"/>				
Initials	<input type="text"/>				

PART E – REGISTERED BODY DETAILS

For **Basic Disclosures** – only fields E9-12 and E20/21 of part E need to be completed by a Registered Countersignatory if they wish to pay for the Basic Disclosure by invoice. If another method of payment is selected, no fields in part E should be completed for a Basic Disclosure.

For **Standard & Enhanced Disclosures** all sections of Part E must be completed by a Registered Countersignatory.

ROLE DETAILS:

E1 & E2

The full name of the organisation offering work to the applicant should be entered here. Please note if the application is being countersigned on behalf of another organisation this can differ to the Registered Body Name at E9.

E3 & E4

Details of the post for which the application is being made should be entered here.

Please use E4 for further space, note that the details must be within the spaces and boxes provided. Our system is unable to allow any more characters on our certificates therefore you may wish to use abbreviations where applicable if the position applied for details exhaust the characters available. If you wish to provide further information as to the eligibility of the post please do so on a covering letter.

E5-E8

Countersignatories should ensure that the boxes crossed at E5-E8 reflect the level of disclosure being requested at A1.

Please refer to the table to confirm how these should be answered for each level.

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 <input type="checkbox"/>	No <input type="checkbox"/>
E6	Do you confirm that the certificate is required for a Prescribed Purpose?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
List Searches (Excluding Basic Applications)			
E7	Does the position qualify for the inclusion of suitability information relating to children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
E8	Does the position qualify for the inclusion of suitability information relating to protected adults?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Field(s)	Standard Disclosure	Enhanced Disclosure
E5	Yes	Yes
E6	No	Yes
E7	No	Yes or No as appropriate
E8	No	Yes or No as appropriate

PART E – REGISTERED BODY DETAILS CONT'D

E9-E12

E9

Complete details of the full name of the Registered Body. *Please note the details should match your Initial Registration Application.*

E10

Complete the details of the Registered Body Code and, if appropriate, the sub account code where the charge is to be invoiced.

E11

Enter the name of the Countersignatory(Registered Person) who will be signing the application form at F1, this code will be in alpha numeric format. *Please note you must be registered with Disclosure Scotland in order to countersign an application.*

E12

Enter the Countersignatory Code that you were supplied With at the time of Registration, this code begins with 'CSG' and will be followed by numeric digits.

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 <input type="checkbox"/> Passport <input type="checkbox"/> Driving Licence (with photograph) <input type="checkbox"/> Driving Licence (without photograph) <input type="checkbox"/> National ID Card <input type="checkbox"/> National Entitlement Card <input type="checkbox"/> Other <input type="checkbox"/>
If 'Other' then please state the form of identification seen.	
E14	
E15	

CONFIRMATION OF IDENTITY (STANDARD & ENHANCED ONLY)

E13, E14, E15

As a CSG you must satisfy yourself as to the identity of the applicant. A minimum of three forms of ID must be checked, where possible one of these should be photographic. These should confirm the name, date of birth and current home address of the Applicant. If you are unable to confirm 3 types of ID you must ensure you are satisfied to countersign the application of behalf of the applicant using the ID provided to you.

E16

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

URU = 'You are You', this is designed to make identity mix up's less common and confirms an individual is who they say they are.

E16	Authentication Reference Number
-----	---------------------------------

PART E – REGISTERED BODY DETAILS CONT'D
COUNTERSIGNING ON BEHALF OF ANOTHER ORGANISATION:

E17-E19

E17

Mark an 'X' in the appropriate box. If 'Yes' please complete E18/19 with the name of the Organisation on whose behalf you are acting.

E18/19

Additional space provided if required.

E20/E21

The CSG should sign and date E20 & E21 and ensure the signature is kept within the box provided. The signature should match the sample signature provided at the time of Registration, any discrepancies will be queried by Disclosure Scotland.

You must declare that the disclosure is requested for the purpose of enabling or assisting you (or any other person (for whom you act) to consider the applicant's suitability to do, or to be offered or supplied for, the type(s) of Regulated work specified in this application. It is a criminal Offence to make a false declaration.

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 Signature Date / /

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

CSG CHECKLIST FOR A POLICE ACT DISCLOSURE APPLICATION FORM

COUNTERSIGNATORY CHECKLIST	✓
Have you verified the applicant's identity?	
Have you kept a note of the application barcode and the applicant it relates to?	
Have you completed PART E in full and with correct Registered Body details (Standard & Enhanced only)?	
Have you signed and dated E20/21?	
Have all mandatory fields been completed by the applicant?	
Has the applicant signed and dated C1/2?	
Has one method of payment been selected and physical payment attached if applicable for example cheque supplied?	