

## Guidance Notes for Disclosure Scotland Applicant

- You need a **black pen**
- You must use **CAPITAL letters**
- If you make a mistake put a line through it. Write the correction to the right of the mistake. **Do not use correction fluid**
- All boxes highlighted in yellow are mandatory fields. You must provide information in these fields or your application will be returned to you
- Write **neatly**, keeping letters inside each box

### Part A – Type of Application

- Do **NOT** complete Part A (completed by TMG)

### Part B – Personal Details

#### Name(s)

- Put a cross through your title. Do not go outside the box
- Give your current surname and **all** your forenames
- Give your Mother's Maiden (or Family Name)
- Any other name used, select one option by marking a cross 'X' in the appropriate box
- Give details of any other Surnames or Forenames used, including Maiden and previous married names. If adopted before the age of eight your birth name is not required

#### Birth Details

- Give your date of birth: in the format DD/MM/YYYY
- Gender: Cross one box only
- Town of birth
- Birth Registration District
- Country of birth

#### Additional Information

You must provide a minimum of 3 identity documents, at least one as detailed in section B19 – B23, preferably photographic. One must contain address confirmation such as a utility bill and one should show your date of birth. All documents must be original as photocopies are not acceptable.

#### Contact Information

- You should insert the relevant telephone numbers including area code. Phone numbers are required as we often need to contact people to clarify details
- Insert e-mail address as applicable

### **Current Address**

- This is the address your Disclosure will be sent to. It could be your home address, Halls of residence or temporary lodgings. ID must be shown for this address
- If this is not your home address you must provide your home address in the history section
- Also include the date from which you have been resident at this address
- Only enter the country if the address is outside the UK

### **Address History**

- If you have not lived at your current address for at least 5 years, this section should be used to record all previous addresses, most recent first
- Again, include the date from which you have been resident at this address
- If the space provided is not sufficient for your 5 years address history, mark the box in B58 with an 'X', continue on a separate piece of paper and attach it to the application form

### **Part C - Declaration**

Please read this section carefully as it is where you declare that all the information provided is correct and up to date

- Sign the form, please keep your signature inside the box
- Enter the date accordingly

### **Part D - Payment**

- **Do NOT complete this section.** No payment required. The Enhanced Disclosure will be paid for by DSA

### **Part E - Countersignature**

- Do **NOT** complete Part E (the pink section of the form)

## List of Valid Identity Documents

You are required to provide a minimum of three original forms of identity (ID) with your application. At least one must be from Group 1. Photocopies are not acceptable.

All documents must be in your current name. One document must confirm your date of birth. One document must confirm your current address.

Group 1
Passport – any nationality, must be current
Driving Licence (UK) England/ Wales/ Scotland/ Northern Ireland/ Isle of Man - either paper (old style) or photocard (new style). A photocard is only valid if the individual presents it with the counterpart licence
National Insurance Number Card
Previous Disclosure Scotland Certificate
Electricity Bill**

Group 2	
Marriage/Civil Partnership Certificate	Financial Statement ** e.g. pension, endowment, ISA
Birth Certificate	Vehicle Registration Document
P45/P60 Statement (UK) **	Mail Order Catalogue Statement *
Bank/Building Society Statement *	Court Claim Form (UK) ** Documentation issued by Court Services
Utility Bill * electricity, gas, water, telephone – including mobile phone contract/bill	Exam Certificate e.g. GCSE, NVQ
TV Licence **	Addressed Payslip *
Credit Card Statement *	National Insurance Card (UK)
Store Card Statement *	NHS Card (UK)
Mortgage Statement **	Benefit Statement* e.g. Child Allowance, Pension
Insurance Certificate **	Certificate of British Nationality (UK)
Council Tax Statement (UK) **	Work Permit/Visa (UK) **
A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK) * e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security	Connexions Card (UK)

\* documentation should be less than three months old

\*\* issued within past 12 months

## Returning your application form:

TMG CRB takes great care of all documentation. However, we cannot be held liable for any loss in transit. We strongly recommend, therefore, that you send documentation by Recorded Delivery or Special Delivery. Your documents will be returned by Recorded Delivery, unless you enclose a pre-paid Special Delivery envelope, which can be purchased from a Post Office.

Please check that you have placed the following in the envelope:

1. Completed form
2. Original identity documents - photocopies are not acceptable
3. Any other paperwork such as additional addresses, name changes etc.

Send your envelope to TMG CRB using the label provided.

## What happens next?

- We will check the form for accuracy, complete Parts D and E, enter the details on our database and forward to Disclosure Scotland
- Disclosure Scotland will run the relevant checks
- Disclosure Scotland will issue two copies of the Disclosure. One copy will be sent to you. We will receive the other copy. We will record the Disclosure number and issue date on our database. We will then forward the Disclosure to DSA

## Helpline

- Helpline 8.30am – 17.30pm, Monday to Friday
- See details below

For more information about the criminal record process visit [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)