



Determination of the form and manner of an application under section 112 (1)(a) of the Police Act 1997

Scottish Ministers determine that the form and manner of an application to Disclosure Scotland for:

- a criminal conviction certificate (basic disclosure) under section 112(1)(a) is made on paper; or
- is made online via the basic disclosure online (BDO) facility available on Disclosure Scotland's website.

The form and manner of the application is determined in Appendices 1 and 2 below.

Countersignature

This section to be completed by a Registered Person only.

PART E Countersignature (Read Note E)	
Applications for Standard and Enhanced Disclosures need to be countersigned by a Registered Person. At E2 as much detail as possible should be provided for the position in the organisation. For applications for Enhanced Disclosure the information provided here may be used by a Chief Constable to determine the relevance of non-conviction information to the role.	
Role Details	
E1	Organisation Name
E2	Position Applied For
E3	
E4	Will the work be carried out at the Home Address of the Applicant? Yes <input type="checkbox"/> No <input type="checkbox"/>
Exempted Question/Prescribed Purpose	
E5	As Registered Person, do you confirm that the certificate is required for the purposes of an Exempted Question? Yes <input type="checkbox"/> No <input type="checkbox"/>
E6	As Registered Person, do you confirm that the certificate is required for a Prescribed Purpose? Yes <input type="checkbox"/> No <input type="checkbox"/>
List Searches	
E7	Does this role qualify for a search of the Lists of Individuals Disqualified from Working with Children? Yes <input type="checkbox"/> No <input type="checkbox"/>
E8	Does this role qualify for a search of the Lists of Individuals Disqualified from Working with Adults at Risk? Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered Body Details	
E9	Registered Body Name
E10	Registered Body Code
E11	Registered Person Name
E12	Registered Person Code
Confirmation of Identity	
The Registered Person must satisfy themselves as to the identity of the Applicant. It is recommended that at least three forms of identity are checked, if possible, at least one 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"/> Other <input type="checkbox"/>
If 'Other' then please state the other form of identification seen.	
E14	
E15	Authentication Reference No.
Umbrella Body Details	
If you are signing this application on behalf of another organisation, please supply the name of that organisation here.	
E16	Organisation Name
Registered Person Declaration	
As Registered Person, I declare that, to the best of my knowledge and belief, all of the information that I have given in connection with this application is full and correct in every respect. I undertake to supply any additional information that may be required by Disclosure Scotland to verify the particulars given and also to inform Disclosure Scotland immediately of any alterations to these particulars.	
WARNING It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Disclosure. The work of Disclosure Scotland includes checking that all the information given is genuine.	
E17/E18	Countersignature <input type="text"/> Signature Date DD / MM / YY YY
PLEASE KEEP SIGNATURE WITHIN BOX	
The signature you supply here will be checked against the sample you supplied on the Registration application.	



Disclosure Application

FOR OFFICIAL USE ONLY

- PLEASE REFER TO THE ACCOMPANYING GUIDANCE NOTES AS YOU COMPLETE THE FORM.
- Please print in CAPITAL letters within the white boxes and do not make a mark on any other part of the form. We recommend you use blue or black ink.
- Applicants should complete PARTS A, B and C on pages 1, 2 and 3 of the form which are coloured blue. The Applicant may also have to complete PART D depending on whether or not they are paying for the Disclosure. Please check payment arrangements before completing PART D.
- Mandatory fields are highlighted in yellow, you must provide information in these fields or your application will be returned to you.
- Please make a note of the Barcode Number at the top to assist with any future query.

PART A Type of Application (Read Note A)	
A1	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Cross (X) one box only.
PART B Personal Details (Read Note B)	
Name(s)	
B1	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other
B2	Present Surname
B3	Present Forenames
B4	
B5	Mother's Maiden (or Family) Name
B6	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', please enter the details below.
B7	Surname
B8	Forenames
B9	
B10	Surname
B11	Forenames
B12	
B13	If you require more space use a separate piece of paper and cross this box. <input type="checkbox"/>
Birth Details	
B14/B15	Date of Birth DD / MM / YYYY Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
B16	Town of Birth
B17	Registration District
B18	Country of Birth
Additional Information	
B19	National Insurance No.
B20/B21	Full Passport No. Is this a UK Passport? Yes <input type="checkbox"/> No <input type="checkbox"/>
B22/B23	Driving Licence No. Is this a UK Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>
B24	Electricity Supplier No.
B25	Previous Disclosure No.




Contact Details and Address History

Contact Information		Providing this information will enable Disclosure Scotland to contact you in the event of a query on your application.	
B26	Home Phone No. incl. Area Code		
B27	Business/Mobile Phone No. incl. Area Code		
B28	Email Address		
B29			
Current Address		This is the address your Disclosure will be sent to.	
B30	Address (Number, Street)		
B31			
B32	Post Town		
B33	County		
B34/B35	Post Code	Resident From (Year is the minimum required.)	DD / MM / YYYY
B36	Country (Blank if UK)		
Address History		Please provide your address history in the last five years. (Most recent first)	
B37	Address (Number, Street)		
B38			
B39	Post Town		
B40	County		
B41/B42	Post Code	Resident From (Year is the minimum required.)	DD / MM / YYYY
B43	Country (Blank if UK)		
B44	Address (Number, Street)		
B45			
B46	Post Town		
B47	County		
B48/B49	Post Code	Resident From (Year is the minimum required.)	DD / MM / YYYY
B50	Country (Blank if UK)		
B51	Address (Number, Street)		
B52			
B53	Post Town		
B54	County		
B55/B56	Post Code	Resident From (Year is the minimum required.)	DD / MM / YYYY
B57	Country (Blank if UK)		
B58	If you require more space use a separate piece of paper and cross this box.		<input type="checkbox"/>

Declaration and Payment

PART C Declaration (Read Note C)	
Information you have supplied on this form and on the Disclosure record to which this relates may be passed to other Government organisations and law enforcement agencies.	
I declare that, to the best of my knowledge and belief, all of the information that I have given in connection with this application is full and correct in every respect. I undertake to supply any additional information that may be required by Disclosure Scotland to verify the particulars given and also to inform Disclosure Scotland immediately of any alterations in these particulars.	
WARNING It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Disclosure. The work of Disclosure Scotland includes checking that all the information given is genuine.	
By signing at C1 you are agreeing to the above conditions of application.	
C1/C2	Applicant's Signature <input type="text" value="PLEASE KEEP SIGNATURE WITHIN BOX"/> Signature Date DD / MM / YYYY
Standard and Enhanced Disclosures - If you, as the Applicant, are paying for this Disclosure, complete PART D before forwarding the form to the Registered Body for countersignature. If the Registered Body is paying for it on your behalf, leave PART D blank and forward the form directly to them.	
Basic Disclosures - Applicants should complete PART D and send the form directly to Disclosure Scotland.* (See Guidance Notes.)	
PART D Payment (Read Note D)	
D1	Is this application in respect of a volunteer in the voluntary sector working with children or adults at risk? Yes <input type="checkbox"/> No <input type="checkbox"/>
D2	If this Disclosure is to be paid for by a Registered Body, the Registered Person should cross this box and complete this PART. <input type="checkbox"/>
D3	Method of Payment
Registered Body Invoice <input type="checkbox"/> Cheque <input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> Switch <input type="checkbox"/>	
Maestro <input type="checkbox"/> Solo <input type="checkbox"/> Delta <input type="checkbox"/> Postal Order <input type="checkbox"/> Voucher <input type="checkbox"/>	
Please make cheques payable to 'Disclosure Scotland'. We recommend the cheque is completed in blue or black ink.	
Credit/Debit Card Payments	
D4	Card Number <input type="text"/> This is the large number written across the middle of your card. Do not leave blank spaces.
D5	Expiry date MM / YY
D6	Issue Number <input type="text"/> If your card has one.
D7	Name of Cardholder <input type="text"/>
D8/D9	Signature of Cardholder <input type="text" value="PLEASE KEEP SIGNATURE WITHIN BOX"/> Signature Date DD / MM / YYYY
Voucher Payments	
D10	Voucher Number <input type="text"/>
STANDARD AND ENHANCED DISCLOSURES	
- send completed application forms to the Registered Body countersigning your application	
BASIC DISCLOSURES	
- 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="checkbox"/> 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"/>

Personal Details



Basic Disclosure Online

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Present Name (This is the name you are currently known as).

Title*

Surname*

Forename(s)*

Mother's Maiden (or Family) Name*

Are you now, have you ever been, or were you at birth known by a different name?* Yes No

Birth Details.

Gender* Male Female

Date of Birth* / /

Town of Birth*

Registration District


Country

Next

Fields marked with an asterisk () are mandatory.*

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Different Names



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Different Names Previous Next

Please supply the different name(s) by which you have been known by and then click on the **Add Name** button. Subsequently a Name can be edited or deleted after it has been added by clicking on the **Edit Name** or **Delete Name** buttons.

Surname

Forenames

Add Name

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Personal Details (Continued)

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Personal Details (continued) Previous Next

Additional Information.

National Insurance No. *

Passport No. *

Is this a UK Passport? Yes No

Driving Licence No. *

Is this a UK Driving Licence? Yes No

Electricity Supplier No. *

Previous Disclosure No. *

Contact Information.

Home Phone No.

Business/Mobile No.

Email Address

Is the Basic Disclosure to be sent to an employer?

Yes No

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Fields marked with an asterisk () are mandatory.*

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This is the form and manner for basic disclosure online (BDO) applications under section 112(1)(a) of the Police Act 1997. This form is published for determination purposes only and as such this form cannot be downloaded for use.

Appendix 2

Personal Details (Employer's Address)

Personal Details (continued)

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Additional Information.

National Insurance No.

Passport No.

Is this a UK Passport? Yes No

Driving Licence No.

Is this a UK Driving Licence? Yes No

Electricity Supplier No.

Previous Disclosure No.

Contact Information.

Home Phone No.

Business/Mobile No.

Email Address

Is the Basic Disclosure to be sent to an employer?

Yes No

Please enter the employer's details to whom your Basic Disclosure will be sent.

Employers Address

Address Line 1*

Address Line 2

Town*

County

Postcode

Country*

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Fields marked with an asterisk (*) are mandatory.

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Appendix 2

Personal Details – Current Address

Personal Details (continued)

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Additional Information.

National Insurance No.

Passport No.

Is this a UK Passport? Yes No

Driving Licence No.

Is this a UK Driving Licence? Yes No

Electricity Supplier No.

Previous Disclosure No.

Contact Information.

Home Phone No.

Business/Mobile No.

Email Address

Is the Basic Disclosure to be sent to an employer?

Yes No

Please enter your current address. This address must be in the UK and you must have lived at this address for at least the last twelve months. If you do not meet these criteria then Disclosure Scotland is unable to process your application online and you must apply using the paper application form, more details of which are on the main website: www.disclosurescotland.co.uk

Current Home Address

Address Line 1*

Address Line 2

Town*

County

Postcode*

Country*

Resident From* / /

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Fields marked with an asterisk (*) are mandatory.

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Appendix 2

Address History

Address History

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Please supply the address information of all places of residence for at least the last five years. Please note the postcode is mandatory for the current address. If you cannot provide a postcode for any additional addresses you must provide a county.

If you are able to satisfy the above criteria then please enter an address and click on the **Add Address** button.

Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
Town*	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/> <input type="text"/>
Country*	<input type="text"/>
Resident From*	<input type="text"/> / <input type="text"/> / <input type="text"/>

Add Address

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Fields marked with an asterisk (*) are mandatory.

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Declaration

Declaration

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Information you have supplied within this application and on the Disclosure to which it relates may be passed to other Government organisations and law enforcement agencies.

I declare that, to the best of my knowledge and belief, all of the information that I have given in connection with this application is full and correct in every respect. I undertake to supply any additional information that may be required by Disclosure Scotland to verify the particulars given and also to inform Disclosure Scotland immediately of any alterations in these particulars.

WARNING it is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Disclosure. The work of Disclosure Scotland includes checking that all information given is genuine.

I have read and understood the above declaration (check box)*

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Fields marked with an asterisk (*) are mandatory.

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Appendix 2

Payment

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Payment Previous Submit

[\(click here if somebody else is paying for your Basic Disclosure\)](#)

Method of Payment*

Debit/VISA/MasterCard Number*

Card Expiry Date (MM/YY)* /

Card Security Code*

Issue Number If your card has one.

Name of Cardholder*

Previous Submit

Fields marked with an asterisk () are mandatory.*

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Application Completion

Application Complete

Your application for a Disclosure is now complete and has been allocated the following reference number.

Application Reference Number: **00801123746**

[Click here](#) to print this page for your records.

All applications for a basic disclosure which has NOT to be returned to the applicants home address and NOT paid by personal credit/debit card, must be supported by **copies** of TWO documents, one of which will be a UTILITY BILL (or other document which confirms the applicants home address) and ONE of the following other documents: PASSPORT, DRIVING LICENCE or BIRTH CERTIFICATE. When forwarding the necessary paperwork the applicants MUST include the 16 digit reference number given after submitting the application. Your application WILL NOT be processed until this documentation is received and checked by Disclosure Scotland.

The **copies** should be

- faxed to 0870 6096996
- posted to Disclosure Scotland, Basic EHU Section, POBox250, Glasgow, G51 1YU by first class mail
- e-mailed to info@disclosurescotland.co.uk

Failure to supply this information, will result in the application being terminated.

Your application should be processed by Disclosure Scotland within the next 10 to 14 days. If you need to contact Disclosure Scotland for any reason, please quote the application reference number given above. [Click here](#) to close this window and return to the Disclose Scotland website.

Thank you for using the Disclosure Scotland service.

Please Note - the Disclosure Application Fee of £20.00 will appear on your card statement as BT Disclosure Scotland.

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