

Basic Disclosures

Getting Started

Welcome to Disclosure Scotland. All the information you need to register and order your first Disclosure can be found below.

Benefits

Becoming a Responsible Body to order Basic Disclosures provides a lot of benefits for your department, including:

- Control of applications being submitted and visibility during processing.
- Volume tracking.
- Invoicing facility.
- Minimal administration.

Registration

In order to request Basic Disclosures for your organisation you need to be registered as a Responsible Body.

You will also need to register at least one individual as an Authorised Signatory, who countersigns applications on behalf of your organisation. It is recommended that you have several authorised signatories.

How to register

- Contact Disclosure Scotland on 0870 609 6006 to request a **Registration Application** form.
- Complete the **Registration Application** form (the barcode on this form starts with 001) referring to the full guidance

notes and send to Disclosure Scotland.

- For Responsible Bodies ordering Basic Disclosures only, on page 1 score out the header Registration Application and write Responsible Body above.
- No fee is required to register as Responsible Body or to add authorised signatories to order Basic Disclosures only.
- Disclosure Scotland will issue your Responsible Body code and Authorised Signatory code, which you need when applying for Disclosures.

Updating Authorised Signatories

The **Registration Application** (001) form is also used to remove, change or amend Authorised Signatory details. Responsible Body should be shown on page 1 as directed above.

Invoicing

To make the payment process more straightforward we now offer an invoicing service. This also enables you to track your Disclosure volumes easily.

When registering for invoicing as a Responsible Body the invoice will normally be sent to the Lead

Signatory. If you require it to go elsewhere give the details of whom it should go to on a separate sheet of paper and attach it to your Registration Application.

Please note that monthly invoice is ONLY available for PAPER applications.

Applying for Disclosures

The Disclosure application form should be completed by the applicant and then checked and signed by the Authorised Signatory.

Easy mistakes to avoid

- Make sure you select BASIC in question A1.
- Ensure you complete vital fields like address, mother's maiden name, full name, town of birth, resident from dates etc.
- Enter all previous or other names – maiden/married names etc.
- Make sure a valid form of ID is seen and the correct box is ticked.
- If your title is Mrs you MUST give your name at birth even though it may not have changed at marriage.

Completing the application form

- Complete the **Disclosure Application** form (the barcode on this form starts with 002) referring to the full guidance notes.
- The applicant completes pages 1 and 2 and signs on page 4.

- The Authorised Signatory completes page 3 (using their Responsible Body and Authorised Signatory codes).
- Tick the payment method to be used on page 4.
- Both the applicant and Authorised Signatory must sign the application form.

What next?

After your correctly completed and submitted application has been processed Disclosure Scotland will produce a Basic Disclosure Certificate. This contains details of all of the applicant's unspent convictions or states that there are no such convictions.

The Disclosure Certificate will then be issued either directly to the applicant or to the applicant care of your organisation (in question B32 please mark c/o). The delivery address details will be taken from questions B32-B38.

For More information and application forms:

Visit: www.disclosurescotland.co.uk

Email: info@disclosurescotland.co.uk

Helpline: 0870 609 6006

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Disclosure
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