





Guidance Notes for Applicants – Completing a Disclosure Application

IMPORTANT PLEASE READ

USE BLACK/BLUE INK

USE CAPITAL LETTERS

USE  NOT TICKS 

PART A

A1 Mark a cross at Enhanced Disclosure.

PART B

B1 – 6 COMPLETE.

B7 – 9 Complete **only** if answered yes to B6 (remember maiden names. Only insert changed names, i.e. surnames if due to marriage).

B10 – 12 Complete **only** if you are known by any other names other than those already listed.

B13 Mark a cross if you require more space for 'other names' not already listed.

B14 – 18 Complete. (NB If you are adopted and don't have a copy of your birth certificate leave B14 – 18 BLANK and insert a photocopy of your adoption certificate extract)

B19 Enter National Insurance number if you have one.

B20 Enter Passport number if you have one.

B21 Mark a cross 'Yes' or 'No' as applicable.

B22 Enter UK Driving License number if you have one. This comes in the form of a 16-digit number and Letter combination, e.g. ROSS7-758921-PC7RA.

B23 Mark a cross 'Yes' or 'No' as applicable.

B24 If you have electricity supplied in your name please enter the 21 digit electricity supplier number which appears on your electricity bill in the following form:

| | | | |
|---|----|-----------|-----|
| S | 01 | 123 | 456 |
| | 16 | 6789 0123 | 222 |

B25 Enter previous Disclosure Certificate number if you have one.

B26 – 29 Insert your current contact details.

B30 – 36 Insert your current residence. Make sure you complete B35 – Resident From

B37 – 58 Home address history.

Ensure you detail all addresses you have lived at over the last five years. The last 'resident from' date must be more than five years from the date you sign the form.

PART C

C1 – 2 Sign and date here

PART D – for Club Volunteers

D1 Applications are FREE for VOLUNTEERS – Mark a cross in YES.

PART D – For Paid Positions

D1 Mark a cross in NO.

D3 cross cheque*

*insert cheque for £23.00 per application made payable to 'Disclosure Scotland'

PART E

E1 – E18 LEAVE BLANK to be completed with your Club CPO

Return your form to your CPO in person with the following forms of ID*:

- **1 form of photo ID**** - i.e. Passport, Driving Licence with photo
- **1 form of proof of address*** - i.e. Driving Licence, utility bill, bank statement
- **Birth Certificate**
- **and/or all other forms of ID shown in your application****

* **3 forms of ID must be seen by the verifier**

** **Those forms of ID in bold are essential and the 'originals' must be seen by the verifier**