

Applicant Guidelines

Steps to Completing a Disclosure Scotland Application

- Please note the bulleted instructions on the front of the Disclosure Scotland application.
 - Only complete sections A, B and C.
 - In these sections, the fields highlighted in yellow are **mandatory**.
 - In addition, B19 is also **mandatory**.
 - CRBS require you to produce for your Coordinator, **one form of photographic ID** and **one form of address ID**.
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PART A - Type of Application

A1 Cross the box 'Enhanced'

PART B - Personal Details

B1 Cross as appropriate

B2 Enter Surname

B3 Enter Forenames

B4 Enter Middle Names etc

B5 Enter Mothers Maiden Name

B6 Cross the appropriate box

B7 If you have crossed 'Yes' in B6 i.e. your name has changed through marriage please enter your maiden name.

(If your name has not changed i.e. you were Miss Rodger and are now Mrs Rodger, CRBS still require this to be entered in B7.)

Birth Details

B14 Enter date of birth

B15 Cross the appropriate box

B16 Enter Town of birth

B17 & B18 It is desirable, although not mandatory that the Coordinator verifies your Birth Certificate. If this has been produced, B17 & B18 must be completed.

Additional Information

B19 Enter National Insurance Number. This is **mandatory**.

B20 to B25 Please complete these sections where applicable to show what forms of ID you have provided for your Coordinator (please remember that CRBS require one form of photographic ID and one form of address ID).

SG3/info

B20 Enter Passport No. This is a 9 digit number

B21 Cross the appropriate box

B22 Enter Full driving licence number i.e. ROSS7/758921/PC7RA

B23 Cross the appropriate box

B24 Enter Electricity supplier number. This is a 21 digit number i.e. S01 123 456
16 6789 0123 222

B25 If applicable, enter your previous Disclosure number here

(Please note that an applicant's previous Disclosure Certificate cannot be used as a form of identification)

Contact Information

B26 Enter home phone number

B27 Enter office and mobile number where applicable

B28 Enter email address

Current Address

B30 to B34 Enter your full current address including post code

B35 Enter your resident from date. A five year address history must be supplied with a minimum of the year of entry.

B36 Only complete if residency is out with the UK

Address History

B37 to B58 To be completed if you have had more than one residency in the last 5 years

PART C - Declaration

C1 Please sign

C2 Please date

Should you be concerned or confused about any of the information given, or require clarification, please do not hesitate to contact the Safeguarding Office on 0131 240 2256.