

**Determination of the form and manner of an application under sections 113A(1)(a); 113B(1)(a); 114(1)(a); and 116(1)(a) of the Police Act 1997**

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

- a criminal record certificate (standard disclosure) under section 113A(1)(a) of the Police Act 1997;
- an enhanced criminal record certificate (enhanced disclosure) under section 113B(1)(a) of the Police Act 1997;
- a criminal record certificate: Crown employment under section 114(1)(a) of the Police Act 1997; and
- an enhanced criminal record certificate: judicial appointments and Crown employment under section 116(1)(a) of the Police Act 1997

is made on paper.

The form and manner of the application is determined in Annex 1.

This is the form and manner for paper applications under sections 113A(1)(a), 113B(1)(a), 114(1)(a) and 116(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.

ANNEX 1

PROTECT – PERSONAL (WHEN COMPLETED)

### Countersignature

**PART E** Countersignature - To be completed by the Countersignatory (Read Note E). For basic applications paid for by invoice, complete E8 to E12 and E20/E21 only.

**Role Details (Excluding Basic Applications)**

E1 Organisation Name

E2

E3 Position Applied For

E4

**Exempted Question/ Prescribed Purpose (Excluding Basic Applications)**

E5 Do you confirm that the certificate is required for the purposes of an Exempted Question? Yes  No

E6 Do you confirm that the certificate is required for a Prescribed Purpose? Yes  No

**List Searchee (Excluding Basic Applications)**

E7 Does the position qualify for the inclusion of suitability information relating to children? Yes  No

E8 Does the position qualify for the inclusion of suitability information relating to protected adults? Yes  No

**Registered Body or Responsible Body Details**

E9 Registered Body Name

E10 Registered Body/Sub Account Code (Code of account to be invoiced.)

E11 Countersignatory Name

E12 Countersignatory Code

**Confirmation of Identity (Excluding Basic Applications)**

The person countersigning must satisfy themselves as to the identity of the Applicant. A minimum of three forms of identity must be checked; if possible, one of them 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  Passport  Driving Licence (with photograph)  Driving Licence (without photograph)  National ID Card  National Entitlement Card  Other

If 'Other' then please state the form of identification seen.

E14

E15

E16 Authentication Reference Number

**Countersigning on Behalf of Another Organisation (Excluding Basic Applications)**

E17 Are you countersigning this application on behalf of another organisation? Yes  No  If 'Yes', supply name of organisation below.

E18 Organisation Name

E19

**Declaration**

I understand the following:

- Disclosure Scotland will use the information I have given to check and process this application. It will also use it for the purposes of the prevention or detection of crime and for other related purposes.
- Disclosure Scotland may pass the information to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the prevention and detection of crime, of the apprehension and prosecution of offenders and for other related purposes.

I confirm that the information I have supplied is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

E20/E21 Signature: PLEASE KEEP SIGNATURE WITHIN BOX Signature Date: DD / MM / YYYY

The signature you supply here will be checked against the sample you provided at registration.

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PROTECT – PERSONAL (WHEN COMPLETED)

### Disclosure SCOTLAND Police Act 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 delayed.  
 \*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  Standard  Enhanced  Cross (X) one box only.

**PART B Personal Details (Read Note B)**

**Name(s)**

B1 Mr  Mrs  Ms  Miss  Other

B2 Present Surname

B3 Present Forename(s)

B4

B5 Are you now, have you ever been, or were you at birth known by a different name? Yes  No  If 'Yes', enter details below.

B6 Surname

B7 Forename(s)

B8

B9 Surname

B10 Forename(s)

B11

B12 If you require more space use a separate piece of paper and cross (X) this box.

B13 Mother's Maiden or Family Name

**Birth Details**

B14/B15 Date of Birth: DD / MM / YYYY Gender: Male  Female

B16 Town of Birth

B17 Country of Birth

B18 Nationality

**Additional Information**

B19 Do you have a UK National Insurance Number? Yes  No  If 'Yes', enter details below.

B20 National Insurance No.

B21 Do you have a Passport? Yes  No  If 'Yes', enter details below.

B22 Full Passport No.

B23 Country of Issue

B24 Do you have a Driving Licence? Yes  No  If 'Yes', enter details below.

B25 Driving Licence No.

B26 Country of Issue

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