

Guidance Notes for completion of the Disclosure Registration Modification form

These notes should be read in conjunction with the 'Disclosure Registration Modification' form

They offer a simple step-by-step guide to completing the form. Should you encounter any difficulties with either the form or the guidance notes, you are advised to contact the Disclosure Scotland Helpline by telephone on 0870 609 6006; by fax on 0870 609 6996; by emailing Disclosure Scotland on info@disclosurescotland.co.uk or by visiting our website on www.disclosurescotland.co.uk.

When you complete this form, it will contain sensitive personal information about you. For that reason, it is marked **PROTECT – PERSONAL (WHEN COMPLETED)**. This marking means that Disclosure Scotland staff will handle the completed form appropriately and therefore protect your personal information. Disclosure Scotland takes the protection of your personal information extremely seriously and has many physical, computer, procedural and staff security measures in place to ensure that it cannot be accessed or used for anything other than the purposes for which it is needed. In particular, information is only shared with external sources for specific purposes.

Completion of the form

DO

- Complete the sections of the form: Parts A and B and, if applicable, C, D, E, F and G.
- Complete all fields unless guidance notes suggest otherwise. **Mandatory fields are highlighted in yellow.**
- We recommend you use blue or black ink to complete the form and write clearly in **BLOCK CAPITALS**.
- Use only one letter or number for each box. The number of boxes given for each section indicates the maximum amount of letters/numbers that the system will accept.
- Please indicate a space by leaving an empty box e.g. 1 Tower Court should be entered **1□TOWER□COURT**.
- Mark choices in the boxes indicated with an 'X'.
- Be sure to sign the declaration at Part F, keeping all of your signature inside the box.
- Make a note of the application form number (the 16 digit number printed under the barcode in the top right hand corner on the front of the form) for enquiry purposes.
- If you make a mistake please correct it by either using correcting fluid sparingly, or by clearly scoring through the error and by writing the answer in the remaining space. If this is not possible, please start a new form.
- Only complete the sections that are applicable to you. Don't mark any other part of the form.

DON'T

- Write over the edges of the boxes.
- Place any stamps or stickers on the form, (e.g. those featuring addresses) or the application will be delayed.

Introduction

You can only use this form if your organisation is already registered under the Police Act 1997 for the purposes of countersigning Disclosure Applications under the Police Act 1997 or making declarations in relation to disclosure requests made under the Protection of Vulnerable Groups (Scotland) Act 2007.

You should use this form -

- to modify the Registered Person or Countersignatory details;
- to remove a Registered Person or Countersignatory; or
- to modify other registration details.

If you are applying for initial registration or if you want to add a new Registered Person or Countersignatory, you should use the Disclosure Registration Application form.

NOTE A Type of Application

A1 There are three options given at Section A1 of the form for the type of application. You should clearly select one of the options by marking an 'X' in the appropriate box. Complete all mandatory fields and those applicable to the changes you are making.

Modify Registered Person or Countersignatory Details:

Select this box when making any changes to the Registered Person or other Countersignatory's details. When applying to modify the Registered Person's details, Parts A, B, C and F must be completed by the Registered Person. When applying to modify a Countersignatory's details, Parts A, B and G must be completed by the Registered Person, and Parts C and F must be completed by the Countersignatory.

Remove Registered Person or Countersignatory:

Select this box where you wish to remove the Registered Person or other Countersignatory. When applying to remove the Registered Person, Parts A, B, C and F must be completed by the Registered Person. When applying to remove a Countersignatory, Parts A, B, C and G must be completed by the Registered Person, or Parts A, B, C and F must be completed by the Countersignatory followed by Part G by the Registered Person.

Modify Registration Details:

Select this box where you wish to change details relating to your organisation e.g. change of name, address, etc. When making this type of application, Parts A, B, the mandatory fields in Part C and Part G must be completed by the Registered Person. The remaining parts of C, D and E can also be completed by the Registered Person as necessary.

NOTE B Organisation Details

Part B of the registration form must be completed by the Registered Person for the organisation.

B1/B2 Complete the **FULL** name of your organisation using both lines if required.

B3 Please complete your organisation's Registered Body Code.

B4 Mark an 'X' in the appropriate box.

NOTE C Registered Person/Countersignatory Details

C1/C2 The Countersignatory Code and date of birth of the person whose registration is to be modified must be completed in this section.

Name(s)

C3 Mark an 'X' in the appropriate box. Examples of 'Other' may be 'Reverend', 'Doctor' etc.

C4 – C6 Enter current surname and **all** forenames, not just initials.

Business Contact Details

C7 Please state your position within your organisation.

C8/C9 You should insert the relevant telephone number & facsimile number including Area code, at which Disclosure Scotland will be able to contact you if necessary.

C10/C11 Please insert your business email address, if applicable.

Business Address

C12 – C16 Please note that this will be the delivery address of all Disclosure information sent to you.

C17 Complete this section **ONLY** when modifying the Registered Body details, otherwise leave blank.

Home Address

C18 – C23 This should record your current full home address of the person whose Registration you wish to modify.

NOTE D Invoice Manager Details

This part should only be completed if you wish to indicate that your organisation now requires an Invoice Manager to whom you wish Invoices to be sent or if you wish to change the details of existing Invoice Managers. The Registered Person should only complete the fields relating to information that has changed. If you do not want to change any aspect of your invoicing arrangements, you should not complete this Part.

D1 Mark an 'X' in the appropriate box. If you mark an 'X' in the 'No' box, invoices will be sent direct to the Registered Person. If 'Yes' complete **D2 – D15** below.

Business Contact Details

Name(s)

D2 Mark an 'X' in the appropriate box. Examples of 'Other' may be 'Reverend', 'Doctor' etc.

D3 – D5 Enter current surname and **all** forenames, not just initials.

Business Address

D6 – D10 Please note this will be the delivery address that the invoice will be sent to you.

Business Contact Information

D11 – D12 You should insert the relevant telephone & facsimile number including Area code, at which Disclosure Scotland will be able to contact you if necessary.

D13 – D14 Please insert your business email address.

D15 Please state your position within your organisation.

NOTE E Payment Details

E1 – E3 If you complete **E2** as 'No' please ensure that **E3** is completed.

NOTE F Declaration

This part must be completed by the individual who completed PART C and refers to the person whose registration is to be modified.

By signing the declaration on the form you are making certain statements –

- You understand that Disclosure Scotland will use the information you have given to verify your identity and to check and process this application and that Disclosure Scotland will use this information for the purposes of its functions under the Police Act 1997 or the Protection of Vulnerable Groups (Scotland) Act 2007, for the purposes of the prevention or detection of crime and for other related purposes.
- You understand that Disclosure Scotland will use your signature to check the countersignature on disclosure applications.
- You understand that Disclosure Scotland may pass the information it holds about you to other Government departments or organisations, the police and other law enforcement agencies for the purposes of its functions under the Police Act 1997 or the Protection of Vulnerable Groups (Scotland) Act 2007, for the purposes of the prevention and detection of crime, of the apprehension and prosecution of offenders and for other related purposes.
- You confirm that information you have given is complete and correct.
- You understand that to knowingly make a false statement in this application is a criminal offence.
- You agree to give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

F1 – F4 If the purpose of the Registration Modification form includes notifying Disclosure Scotland that a Countersignatory's name has changed, then the Countersignatory must sign their **previous** signature details in **F1/F2**. The Countersignatory must also sign their **new** signature details in **F3/F4**.

If the purpose of the Registration Modification is to notify Disclosure Scotland of change(s) other than to a Countersignatory's name, then the Countersignatory must sign **F1/F2**. In this case, there is no requirement to sign **F3/F4**.

It is important that the signature is kept within the border of the box provided as this will be scanned into Disclosure Scotland systems and used for comparative purposes by Disclosure Scotland on receipt of all applications for Standard and Enhanced Disclosures.

NOTE G Authorisation

This part is to be completed by the Registered Person unless the information provided in PART C relates to the Registered Person.

By signing the declaration on the form you are making certain statements –

- You understand that Disclosure Scotland will use the information you have given to check and process this application and that it will also use it for the purposes of its functions under the Police Act 1997 or the Protection of Vulnerable Groups (Scotland) Act 2007, for the purposes of the prevention or detection of crime and for other related purposes.
- You understand that Disclosure Scotland may pass the information to other Government departments or organisations, the police and other law enforcement agencies for the purposes of its functions under the Police Act 1997 or the Protection of Vulnerable Groups (Scotland) Act 2007, for the purposes of the prevention and detection of crime, of the apprehension and prosecution of offenders and for other related purposes.
- You confirm that the information you have supplied is complete and correct.
- You understand that to knowingly make a false statement in this application is a criminal offence.
- You agree that you will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.
- As the registered person, you authorise the modification to the registration details.

G1 – G4 This records the Registered Person's name and their Countersignatory Code (provided at time of initial registration). It is important that the signature is kept within the border of the box provided as this will be scanned into Disclosure Scotland systems and compared against the signature provided to Disclosure Scotland at the time of registration.

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