

Guidance Notes for completion of the Responsible Body Enrolment Application

These notes should be read in conjunction with the 'Responsible Body Enrolment Application' form for The Police Act 1997 – Basic Disclosures only.

They offer a simple step-by-step guide to completing the form. Should you encounter any difficulties with either the form or these guidance notes, you are advised to contact the Disclosure Scotland Helpline for further assistance 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, Parts C, D, E and F.
- 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 E, 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

The benefits of becoming a Responsible Body to request Basic Disclosures are that it allows an organisation to request an Invoice facility and to control the volume of applications submitted.

NOTE A Type of Application

A1 There are six 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.

Initial Application:

Select this box when applying to enrol with Disclosure Scotland for the first time. When making this type of application, Parts A, B, C, D and E must be completed by the prospective Responsible Person.

Modify Responsible Body 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 and F must be completed by the Responsible Person. Parts C and D can also be completed by the Responsible Person, as necessary.

Remove Responsible Body:

Select this box when you wish to cancel your enrolment with Disclosure Scotland. When making this type of application, Parts A, B and F must be completed by the Responsible Person.

Add Authoriser / Invoice Manager:

Select this box if you wish to add an additional Authoriser to those already authorised to submit Disclosure requests using your organisation's invoice facility, or if you wish to add an Invoice Manager to your organisation. When applying to add an Authoriser, Parts A, B and F must be completed by the Responsible Person, and Parts C and E must be completed by the prospective Authoriser. When applying to add an Invoice Manager, Parts A, B, D and F must be completed by the Responsible Person.

Modify Authoriser / Invoice Manager Details:

Select this box when making any changes to an Authoriser's details, or to the Invoice Manager's details. When applying to modify an Authoriser's details, Parts A, B and F should be complete by the Responsible Person, and Parts C and E should be completed by the Authoriser. When applying to modify the Invoice Manager, Parts A, B, D and F must be completed by the Responsible Person.

Remove Authoriser / Invoice Manager:

Select this box where you wish to remove an Authoriser or the Invoice Manager. When applying to remove an Authoriser, Parts A, B, C and F should be completed by the Responsible Person, or Parts A, B, C and E should be completed by the Authoriser. When applying to remove the Invoice Manager, Parts A, B, D and F should be completed by the Responsible Person. If an Authoriser is completing the form, then Part F must be completed by the Responsible Person.

NOTE B Organisation Details

Part B of the enrolment form must be completed by the Responsible Person or prospective Responsible Person for the organisation. The Responsible Person should be someone within the organisation to whom Disclosure Scotland can address any concerns and will be the primary point of contact between Disclosure Scotland and the organisation.

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

B3 Leave blank for initial application but complete in all other circumstances.

NOTE C Authoriser Details

C1 The 'YES' box should be marked with an 'X' if you are or will be the Responsible Person for your organisation, otherwise 'NO' should be marked 'X'.

C2 Leave this box blank for initial Responsible Body and Add Authoriser applications

Business Contact Details

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 Address

C7– C12 Please note that this will be the delivery address of **all** Disclosure information sent to you.

C13 Mark an 'X' in the appropriate box.

Business Contact Information

C14/C15 You should insert the relevant telephone number, facsimile number including Area code, at which Disclosure Scotland will be able to contact you if necessary.

C16/C17 Please insert your email address if applicable.

Additional Details

C18 It would be helpful if you could estimate the monthly volume of applications your organisation will submit.

NOTE D Invoice Manager Details

This part is to be completed by the Responsible Person to indicate whether or not your organisation requires an Invoice Manager whom you wish payment invoices to be sent.

D1 Mark an 'X' in the appropriate box. If you answer 'No', invoices will be sent direct to the Responsible Person. If you answer 'Yes', complete **D2 – D14** 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.

NOTE E Declaration

This part must be completed by the individual who completed PART C.

E1/E2 This records the Authoriser's signature and date of signing. It is important that the signature is kept within the border of the box provided.

NOTE F Authorisation

This part is to be completed by the Responsible Person.

F1/F2 This records the Responsible Person's name and their Responsible Person Code (provided at time of initial enrolment).

F3/F4 This section provides boxes for the signature of the Responsible Person and the date of signing the application. It is important that the signature is kept within the box provided for scanning purposes.