

Police Act Application

Guidance for Applicants

You have been given these guidance notes as you are applying for a Standard or Enhanced Disclosure Certificate for work (either paid or unpaid) with a voluntary organisation. Your form will be sent to us (Volunteer Scotland Disclosure Services) to be countersigned before being sent to Disclosure Scotland for processing.

Disclosure Scotland will send your certificate to you and we will send a copy to the organisation you are applying to work or volunteer with to help them to make their recruitment decision.

Please take time to read the guidance as any errors will cause delays in processing your form. If you would prefer audio guidance, this can be found in the Disclosure Services section of our website www.volunteerscotland.org.uk If you need any assistance, please call our office on 01786 849777, choose option 1 and a member of our team will be happy to assist you. Alternatively, you can email your question(s) to disclosures@volunteerscotland.org.uk

Do

- Complete all questions highlighted in yellow in sections A, B and C as these are mandatory fields which must be fully completed.
- Complete the application in CAPITAL LETTERS, using black or blue ink and ensure all information is kept within the boxes as the application will be scanned and electronically stored by Disclosure Scotland.
- Leave an empty box between each word.
- Use correction fluid or draw a line through any mistakes.
- Please provide any additional information which you need to send with your application on a separate sheet of A4 paper and attach it to the inside of the form.
- Check that the application is correctly completed.
- Pay special attention to sections B19 to B32 as this is where most mistakes are made.

Quick Guide

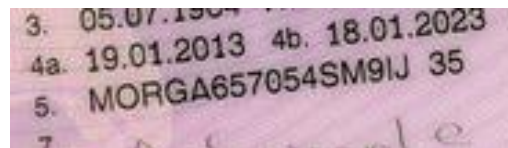
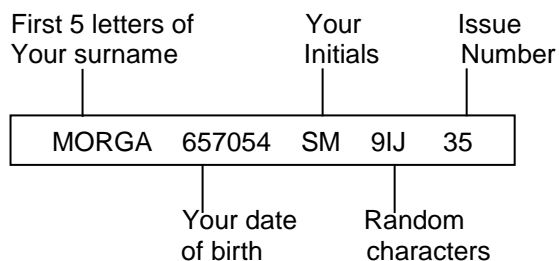
Please complete sections A1 to C2. Whoever is responsible for paying for your certificate should complete sections D1-D9. You should clarify this with the person who gave you this form. Detailed guidance is given below.

A1 Please cross Standard or Enhanced. The table below should help you to select the correct option. If you are unsure, please speak to the person who gave you the form.

A1	Organisation/Project/Service Area
Standard	Health/Care/Witnesses of Crime/Humane Destruction of Animals
Enhanced	Prison
Enhanced	Adoption/Adoption Panel/Over 16 in household for Adoption, Fostering, Host Parent, Childminding (for childminding – only when the individual is over 16 and in the home when the childminding is taking place)

B1 Please cross the box next to your title. If your title does not appear in the list, please give your title in section marked 'Other'. If you have more than one title, you should provide the title you would like to appear on your certificate.

- B2 You should provide the surname you are currently known by.
- B3-4 You should provide your first name. If you have any middle names, they must be provided here. You can continue onto B4 if necessary.
- B5-12 You must cross 'Yes' if you have ever been known by any other names and provide those names in sections B6 to B11. If your title in B1 is 'Mrs' and you were previously known by a different name, you must cross yes and provide your surname prior to marriage in the section below. If your surname has not changed, please cross 'No' at section B5. If you need to provide more names than sections B6 to B11 allow, please cross section B12 and provide the additional information on a separate sheet of A4 paper.
- If you were adopted, you do not need to provide your surname at birth if you were adopted before you were 8 years old.
 - If you are transgender and want to keep this information private, please call our helpline (01786 849777, option 2) for advice on completing your application.
- B13 Please provide the surname used by your mother/adopted mother from birth or the name she was known by prior to marriage.
- B14 Please provide your date of birth in the format DDMMYYYY
- B15 Please cross the appropriate box.
- B16 Please provide the name of the town where you were born.
- B17 Please provide the country where you were born.
- B18 Please provide your nationality.
- B19-20 Please answer 'Yes' or 'No' at B23. Please note that if you answer 'Yes', you must provide your full national insurance number in the format LL NN NN NN L in B24. If you are over 18 and a UK national, you must provide your national insurance number. If you have not received your national insurance number yet, please attach a note advising of this.
- B21-23 Please answer 'Yes' or 'No' at B21. Please note that if you answer 'Yes', you must provide your passport number in B22 and the country it was issued in must be given in B23.
- B24-26 Please answer 'Yes' or 'No' at B24. Please note that if you answer 'Yes', you must provide your driving licence number in B25 and the country it was issued in must be given in B26. Any middle names shown on your driving licence must be given in section B4. A provisional driving licence should be treated the same as a full driving licence. If you hold a UK driving licence, the number can be found at point 5 of your photo card in the following format



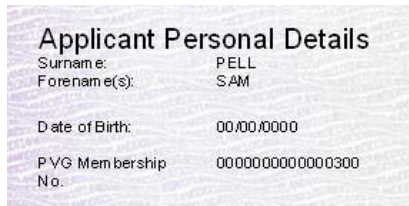
* The second and third numbers are the month of birth. If the holder is female, 5 is added to the first number of the month (0 will become 5 and 1 will become 6).

- B27-29 Please answer 'Yes' or 'No' at B27. Please note that if you answer 'Yes', you must provide your National Identity Card number in section B28 and the country it was issued in must be given in B29.

B30 If you have a national entitlement card which has been issued by a Scottish Local Government office, you should enter the number here. Some examples of national entitlement cards are Young Scot Card, Concessionary Travel Pass and One Scotland Card. There may be other national entitlement cards which are not listed here.

B31 If you are a member of the PVG Scheme, you should enter your PVG Scheme Membership Number

Your 16 digit PVG Membership Number can be found on your certificate, under your date of birth, as shown in the example below



Applicant Personal Details

Surname:	PELL
Forename(s):	SAM
Date of Birth:	00/00/0000
PVG Membership No.	0000000000000300

Please contact Disclosure Scotland on 03000 2000 40 if you need to check if you are a member of the scheme.

B32 If you have an electricity supply to your home, you should enter the 21 digit electricity supplier number here. The number will be given on your electricity bill in the following format

S	01	123	456
	16	6789 0123	222

B33-36 Please provide the relevant details to allow us to contact you if necessary. If we need to contact you, we will use your daytime telephone number. Please note that if you provide an email address, Disclosure Scotland will use this as their preferred contact method. You must only provide a personal email address as they may send personal or sensitive information to this email address.

B37-57 Please provide your full current address including postcode. You must provide the date you moved into this address in section B45 in the format MMYYYY. Please note that you must provide a full 5 year address history.

If you have lived at this address for less than 5 full years, you should provide your previous addresses in sections B44-B57 until a full 5 year address history is given. The resident from date must be given for each address in the format MMYYYY. Addresses must be given in the correct date order (most recent first and working backwards).

If you need to provide more than 3 addresses, please cross B58 and provide further previous addresses until a full 5 year address history is given.

If you live away from home or have 2 current addresses, you should enter the address where you would like the certificate to be sent in sections B37-B43 and provide your other current address in sections B44-B50 and attach a note explaining this.

C1-C2 Please read the application to check that the information provided is accurate and that all sections highlighted in yellow in parts A, B and C are completed. You should then read the declaration in Part C, sign section C1 and enter the date you are signing the application in section C2 in the format DDMMYYYY. All forms that are received by us must be dated within 6 months. Any amendments made to the date in C2 must be initialled by the applicant.

When you sign the form you are confirming that you are requesting a disclosure for lawful purposes.

D1-D9 Whoever is responsible for paying for your certificate should complete sections D1-D9. If you are volunteering for a qualifying voluntary organisation, your application will be paid for by the Scottish Government. Please speak to the organisation you are applying to work or volunteer with to check who will be paying for the application. If you are paying for the application, please refer to the guidance below.

These sections must be completed on all application forms.

Payment Section for Volunteers

If you are a volunteer in a qualifying voluntary organisation you should leave D1 blank and cross 'Registered Body Invoice' in D2. The reason you need to complete the application in this way is because although the check is carried out at no charge to the organisation or the applicant, payment is still required for the application. The cost of the check is met by the Scottish Government.

If you are a volunteer but not in a qualifying voluntary organisation or a student undertaking a work placement which forms part of the course you are studying, you should follow the guidance below for paid staff.

Payment Section for Paid Staff

Whoever is responsible for paying for the PVG Certificate should complete sections D1 to D9. Please ask the organisation who will be responsible for payment.

If the application is for a volunteer in a voluntary organisation which does not qualify for 'free' checks or for a paid position or someone undertaking a student placement which forms part of the course they are studying, you should cross 'No' in D1, leave D2 blank and select your method of payment in D3. You can select any method of payment except 'Registered Body Invoice'. The 'Invoice' option is not available as this method of payment is used to generate the invoice for the Scottish Government to pay for 'free' volunteer checks.

Cheques must only cover the cost of one application and must be made payable to Disclosure Scotland. This will resolve the issue of returning multiple forms, which are paid for by one cheque, when there may only be an issue with one form on that cheque. Any cheques received which cover the cost of more than one application will be returned along with the applications for amendment. If this will cause difficulties for your organisation, please call our helpline on 01786 849777 and choose option 3.

If you are paying by card, you must provide the card details as requested in sections D4 to D8.

If you are paying by voucher, please provide the voucher number in section D9.

The current cost of a Standard or Enhanced certificate is £25.00.

What happens next and is there anything I need to know?

What Information Will Be Given On My Certificate?

Standard Certificate – A Standard Police Act Certificate will show both spent and unspent conviction information. You would not normally need to disclose any spent conviction information however, the Rehabilitation of Offenders Act 1974 allows spent conviction information to be given where the position requires this level of check.

Enhanced Certificate – An Enhanced Police Act Certificate will show spent and unspent conviction information and non conviction information which the police consider relevant to the position. If you are barred from working with children, this information will be given for positions relating to adoption, fostering, child minding or being a host parent. You would not normally need to disclose any spent conviction information however, the Rehabilitation of Offenders Act 1974 allows spent conviction information to be given where the position requires this level of check.

What To Do With Your Application

You have now completed the applicants sections of the application form. Please return it to the person who issued it to you as the organisation will now need to complete certain sections of the application form before they send it to us.

Identification Check

You will need to provide identification to allow the organisation to confirm your identity. You should speak to the person who gave you the form to check what identification they want to see. The minimum identification you must provide is either one document with a photograph and one document with your current home address or 3 documents, 2 of which must have your current home address. Documents confirming your home address should have been issued within the last 3 months.

When Will I Get My Certificate?

The timescale varies depending on how much information needs to be checked and on how busy the services are. Disclosure Scotland publish their average turnaround times on their website www.disclosurescotland.co.uk . If you want to check on the progress of your application, please call Disclosure Scotland on 03000 2000 40. If they have not received your application, please contact the organisation who can call us to check.

Please Keep Your Certificate Safe