

# Police Act Disclosure Guidance Pack

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## Stage 1

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### Deciding the level of check required

#### Basic

Not available through Volunteer Scotland Disclosure Services.

#### Standard

For those in Health, Care, Witnesses of Crime, or Humane Destruction of Animals roles.

#### Enhanced

For those in an 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) roles.

## Stage 2

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### Download the Police Act Disclosure Form



[Click here to download the Download the Police Act Disclosure Form](#)

# Stage 3

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## Completion of Police Act Disclosure Form

### Organisation

All fields must be filled unless highlighted as optional. Please use block capitals.

### 1. About you: The individual

Application Type – Select relevant level of check

Title

Surname

Forename(s)

Gender

Previous name (if any)

Previous Surname(s)

Previous Forename(s)

Mother's maiden name

Date of birth

Town of birth

Country of birth

Nationality

National insurance number

Driving licence number (if any)

Country of issue

Passport number

Country of issue

### 2. Your contact details

Email address - Optional

Home telephone - Optional

Mobile number – Optional

### 3. Your current address

If you have lived at this address for less than five years, you must provide previous addresses at section 4, covering at least 5 years.

### 5. Declaration on application

Applicant to read the declaration, sign and date.

### 6. Payment

**Volunteer** - 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.

**Paid position** - You can pay via the [payment portal](#) and enter the 9 digit number in this section.

### 7. Role details (Excluding Basic applications)

Will the work be carried out at the home address of the applicant – Select yes or no

Organisation name – Your organisation name however if the employer is a registered secondary group/club then their name would go here in their PVG link.

Position applied for

Description of role – Optional

## 8 & 9. Exempted question prescribed purpose

(Excluding Basic applications) and List searches (excluding Basic applications)

### 8.1.

Do you confirm that the certificate is required for the purposes of an exempted question?

### 8.2.

Do you confirm that the certificate is required for a prescribed purpose?

### 9.1.

Does the position qualify for the inclusion of suitability information relating to children?

### 9.2.

Does the position qualify for the inclusion of suitability information relating to protected adults?

## 10. Confirmation of identity (Excluding Basic applications)

What ID you have checked? We recommend both photographic and address identification are checked. Identification can be verified via Zoom, FaceTime etc if your procedures allow this.

## 11. Registered Body or Responsible Body details

To be completed by Volunteer Scotland Disclosure Services.

## 12. Countersigning on behalf of another organisation

To be completed by Volunteer Scotland Disclosure Services.

## 13. Counter signatories declaration

To be completed by Volunteer Scotland Disclosure Services.

A1	Organisation/ Project/Service Area	8.1	8.2	9.1	9.2
Standard	Health/Care/ Witnesses of Crime/Humane Destruction of Animals	Yes	No	No	No
Enhanced	Prison	Yes	Yes	No	No
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)	Yes	Yes	Yes	No

## Stage 4

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### How to submit your Police Act Disclosure

#### *Organisation*

Once you have completed stage 3, you should save the form and email to [disclosures@volunteerscotland.org.uk](mailto:disclosures@volunteerscotland.org.uk)

Include your organisation name, enrolled body code, signatory name and signatory code in the body of your email

The email subject heading must be completed with Standard/Enhanced Application(s) X 1, ensuring that the number at the end reflects the amount of applications attached in your email.

**Please Note:** Police Act Disclosures are required to be sent separately from the online application requests.

If you are a Collator or Lead Signatory and there are no additional signatories to request your disclosure application and receive your certificate, you will need to submit a [PVG Certificate Agreement form](#) along with your application. This will allow someone else in your organisation to receive your PVG certificate Result.

## Stage 5

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### Processing the Police Act Form

#### *Volunteer Scotland Disclosure Services*

Volunteer Scotland Disclosure Services will check the form, countersign it and sent it to Disclosure Scotland for them to carry out the necessary checks.

## Stage 6

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### Completion

On full completion a paper certificate will be issued to both the applicant (issued by Disclosure Scotland) and the organisation will receive a paper certificate (issued by Volunteer Scotland Disclosure Services).



For more information on  
Disclosure Services visit  
[volunteerscotland.net](https://volunteerscotland.net)