

Basic (Basic DBS & Basic Scotland) APPLICANT User Guide



This guide is Copyright © Mayflower Disclosure Services Ltd and protected under UK and international law. This guide should not be treated as definitive, nor should it be considered to cover every area of concern, or be regarded as legal advice.

This guide may be reproduced for the purpose of instruction, reference or examination under the following conditions:

- You may not use this work for any commercial purposes, nor may it be used as supporting content for any commercial product or service.
- You may not alter, transform, or build upon this work without explicit consent from Mayflower Disclosure Services Ltd.
- All copies of this work must clearly display the original copyright notice and website address.
- Any on-line reproduction must also provide a link to the Mayflower Disclosure Services website www.dbsdirect.co.uk

Contents

Routing Questions & Logging onto the System	3
Statement of Fair Processing	4
Basic DBS Application Form (if you live/work or previously lived in England/Wales)	5
Basic DBS Section 1 - About You	5
Basic DBS Section 2 - Address History	6
Basic DBS Section 3 - Additional Info	7-8
Basic DBS Section 4 - Employment Details	9
Basic DBS Section 5 - Confirmation and Consent	10
Basic DBS Section 6 - Complete Application	11
Basic DBS Section 7 - ID Verification	11
Basic DBS List of Acceptable Identification	12-13
Basic Scotland Application Form (if you live/work or previously lived in Scotland)	14
Basic Scotland Section 1 - About you	14
Basic Scotland Section 2 - Address History	15
Basic Scotland Section 3 - Additional Info	16
Basic Scotland Section 4 - Confirmation and consent	17
Basic Scotland Section 5 - Complete Application	18
Basic Scotland Section 6 - ID Verification	18
Basic SCOTLAND List of Acceptable Identification	19

Routing Questions & Logging onto the System

Important: An online basic DBS check can be completed by accessing the internet from any device that has this facility. This includes a smart phone, tablet, laptop or PC. It is supported on the latest versions of all modern browsers; however, we do not recommend access via Internet Explorer as this browser is unsupported both by our technology and soon by Microsoft also. If you do not own your own computer, you can go to any internet café or local library. Please be aware that you must complete your application form in full as part completed applications form cannot be saved.

Option 1 – via a direct link within an email invitation

If you have received an email invitation containing a direct link to completing your application, simply click the link contained in your email.

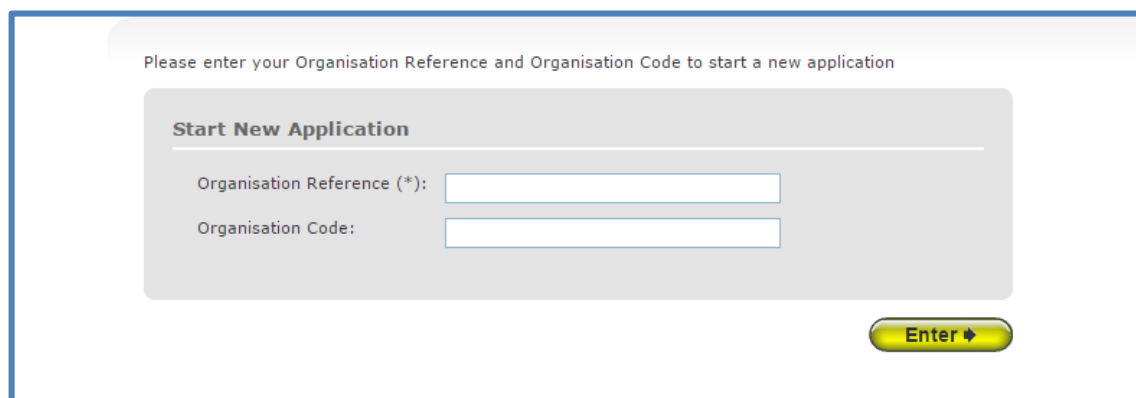
Option 2 – accessing our system through your browser

Please enter the following address in the web browser: Go to our website www.dbsdirect.co.uk and click on “[Log in](#)” from the top menu – scroll down and select the **BLUE Box “Create a BASIC Application – Basic DBS or Basic Scotland”**.

Logging onto the System

Please note at this stage of the process your login details are case sensitive.

1. Enter the Organisation Reference that has been supplied to you by the company that you will be/are working for.
2. Enter the Organisation Code that has been supplied to you by the company that you will be/are working for.



Please enter your Organisation Reference and Organisation Code to start a new application

Start New Application

Organisation Reference (*):

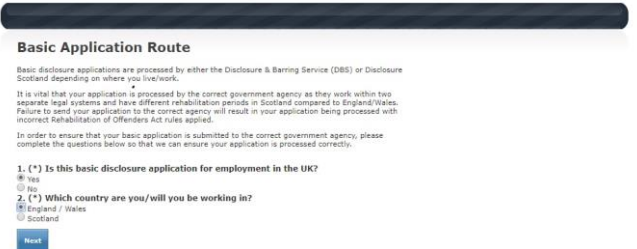
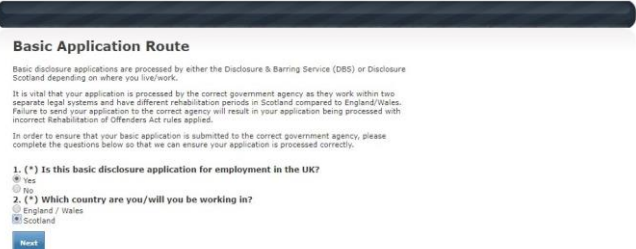
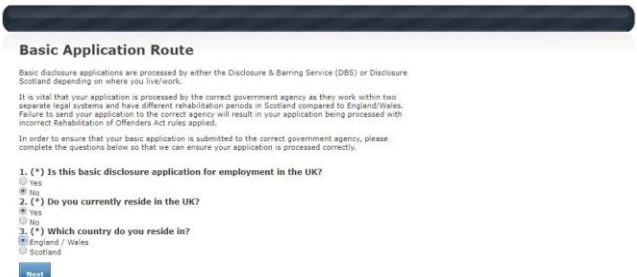
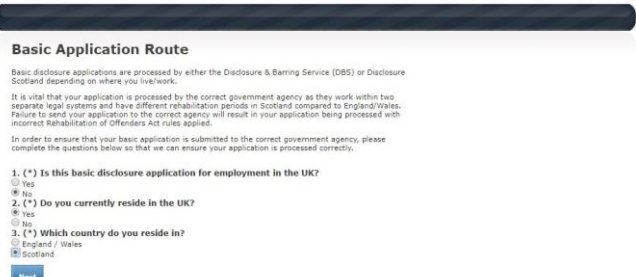
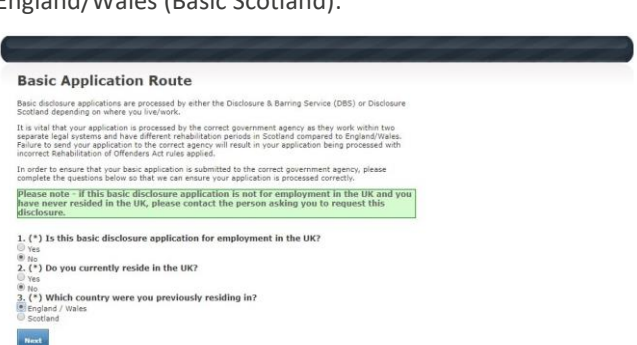
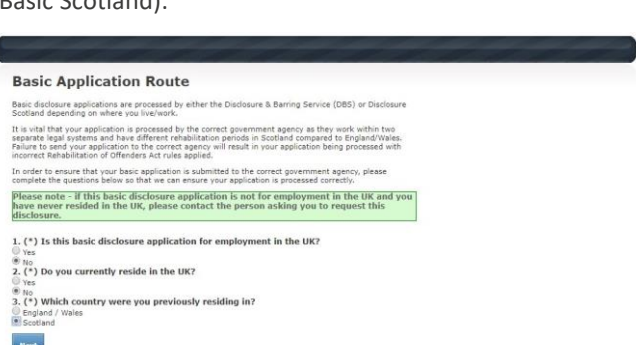
Organisation Code:

Enter ➔

Once you have completed this section click ‘Enter’.

Routing Questions

To ensure you complete the correct application form you will be asked some routing questions.

Basic DBS: If you live/previously lived or work in England and Wales you will require a Basic DBS check and will be directed to a Basic DBS online application form, based on your Routing answers (see screenshots below):	Basic Scotland: If you live/have lived or work in Scotland you will require a Basic Scotland check and will be directed to a Basic Scotland online application form (see screenshots below):
1. Working in England/Wales (Basic DBS): 	1. Working in Scotland (Basic Scotland): 
2. Living in England/Wales (Basic DBS): 	2. Living in Scotland (Basic Scotland): 
3. Currently Living Overseas but Previously lived in England/Wales (Basic Scotland): 	3. Currently Living Overseas but Previously lived in Scotland (Basic Scotland): 

Statement of Fair Processing

You will now be taken to the 'Statement of Fair Processing' outlining the terms and conditions. Please read the statement and tick the box to confirm this has been read and agreed to.

Once you have ticked the consent box please click 'Next'

- The application form is a simple step-by-step process. Please complete all fields.
- Mandatory fields are denoted by (*)

This is online application form important and legally binding. Please ensure you take the time to thoroughly check the details you have entered are accurate and complete before ticking this box.

Mistakes on the application form will cause delays in processing.

Basic DBS Section 1 – About You

Please enter your personal details.

If you have any middle name(s) ensure that you enter these details, particularly those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc. Any missing information from this or any other section can severely delay the processing of your application.

DBS Profile Number – this is not a mandatory field, you can leave this blank

The application form is a simple 5 step process, please complete all fields provided.
Mandatory fields are denoted by (*)

Personal Details

Gender (*):

Title (*):

Forename (*):

Do you have any middle names? (*):

Surname (*):

Date of birth (*):

Do you hold a valid passport? (*) ☐ No ☐ Yes

Do you hold a valid UK driving licence? (*) ☐ No ☐ Yes

Do you hold a valid National Insurance Number? (*) ☐ No ☐ Yes

DBS Profile No:

Contact Details

To speed up the resolution of any queries with your application please provide a telephone number we can use to contact you.

Contact No:

Mobile No:

Allow SMS Alerts - Security Watchdog: ☒

! If you have provided a UK mobile number we may text you about your application. If you do not want to receive texts untick the 'Allow SMS Alert - Security Watchdog' box.

Allow SMS alerts - DBS: ☒

! If you have provided a UK mobile number the DBS may text you about your application. If you do not want to receive texts untick the 'Allow SMS Alerts - DBS' box.

You must supply an email address to be able to submit your application. This will allow an automated email to be sent confirming your application has been submitted. The Disclosure & Barring Service may also use it to contact you.

Email Address (*):

Information

Middle Names
Please supply all middle names, especially those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc.
Failure to comply will result in delays.

Minimum age for DBS checks
Someone who is aged under 16 at the time of application is not allowed to apply for a DBS check.

Once you have completed this section click 'Next'.

Basic DBS Section 2 – Address History

Please enter your current address. If you have not lived at this property for more than five years, you will be taken to another screen. Here you will be required to add any additional addresses to ensure your address history goes back the required five years. **Please note if you do not provide a minimum of five years address history, you will not be able to proceed to the next stage of the application process.**

Address Dates

There cannot be any gaps in your address history, however, overlaps are allowed. Please ensure that the month and year of each address follows that of the previous address where relevant. Students who switch between their permanent residence and education establishments can enter their permanent residence as their main address and enter education addresses that overlap the main address. Once an address has been entered, you can edit any information by clicking on the 'Edit' button.

Postcode

Please ensure that all UK addresses have a full postcode; if you cannot remember your postcode please use the Royal Mail [UK Postcode Finder](#) link provided within the address information box.

No Fixed Abode UK

If you were of no fixed abode within the UK please enter the nearest hostel address to the location you were based.

Foreign Addresses/Travelling Overseas

If you have travelled overseas and cannot supply the address for a foreign country then please enter 'OVERSEAS' for Address Line 1. Please then enter the Town/City and Country of where you were residing within this period.

1) About You : 2) Address History : 3) Additional Info : 4) Employment : 5) Confirm

Please enter your current address

Current Address

Address Line 1 (*):

Address Line 2:

Town (*):

County:

Country (*):

Country (*):

Date From (*):

[Previous](#) [Next](#)

Information

Address Dates
There cannot be any gaps in your address history; however overlaps are permitted. If you are a student and switch between your permanent home residence and term-time educational residence, first enter your permanent home residence dates to cover your entire educational period. Educational establishment residences can then be entered with the dates that you were purely residing at these addresses during term times. If you have two current addresses, please ensure the address where you wish to receive your DBS certificate is stated as your current address. Your second current address can then be entered as a previous address but with overlapping dates. Click 'Next' to add more addresses

Postcode
Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by the DBS. If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

Once you have completed this section click 'Next'.

Basic DBS Section 3 – Additional Info

Please complete the following additional information

Place of Birth

Town (*):

Country (*):

Nationality at birth (*):

Current nationality (*):

Receive Paper Certificate

Would you like to receive a paper certificate as well as an electronic certificate? (*):

Certificate Access

Do you wish to provide consent to the lead contact of your Responsible Organisation to view your online DBS certificate when it has been issued? (*):

Do you wish to provide consent for a 3rd party to view your online DBS certificate when it has been issued? (*):

Other Names

Have you been known by any other name? (*)

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Name' button below.

Forename	Surname	From	To
No records have been created			

[Add Name](#)

Information

Change of name(s)
If you have changed your name at any time during your lifetime, you will need to provide evidence of this to the person who verifies your identification (e.g. by presenting a change of name deed and/or marriage certificate).

Please ensure that where names change they run in date order and with no gaps.

Other names
If you have used any other names at any time during your lifetime please provide them.

Aliases
Please supply details of any alias names you may have used including dates from and to, e.g. William known as Bill etc within the Other Names section. Failure to do so could cause your application to be delayed or rejected by the DBS.

Place of Birth

Please enter details of your place of birth.

Nationality / Current Nationality

Please enter your Nationality at birth and your current Nationality, even if this hasn't changed since birth.

Changed Surname

If you have changed your surname please provide your birth surname and the year you changed it. Please ensure that where names change they run in date order and with no gaps.

Receive Paper Certificate

We recommend you answer "Yes" to this question.

By selecting Yes you will be sent a hard-copy Basic DBS certificate in the post. This is the only time you will be provided with the option of a paper Basic DBS certificate. The DBS will not provide you with the opportunity to request a paper certificate again.

In addition to this, you will automatically have access to an electronic Basic DBS certificate. To access this you will need to create an online account with the DBS. For further information on creating an online DBS account please contact the DBS directly on 03000 200 190. Note: you will have access to your electronic Basic DBS certificate regardless of whether you request a paper certificate or not.

Certificate Access

You can grant the Registered Organisation (Mayflower Disclosure Services) processing your application, or a 3rd party (e.g. your employer), access to your electronic certificate upon completion of check automatically within the application. Please note, if you are granting a 3rd party access to your certificate, the email address you supply that can access your certificate must have a registered DBS portal account. Please contact the DBS directly for further advice regarding this on 03000 200 190.

Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each previous name (forename, middle name(s) and surname) using the 'Add Name' button below. If you have used any aliases, e.g. William known as Bill, please also supply these details.

Failure to supply any additional information may cause your application to be delayed.

Once you have completed this section click 'Next'.

Basic DBS Section 4 – Employment Details

Purpose of Check

You are required to enter from the drop-down list provided, what the purpose of this basic check is (Employment, Personal Interest or Other.) If the purpose of the check is employment, further questions will be required. If 'Other' is stated, you will be required to enter what the purpose is.

Position Applied For

Please insert the correct job role as supplied to you by your current/new employer. If you are a volunteer do not enter just volunteer, please enter in which capacity your job role is, e.g. Coach.

Failure to enter the correct job role may cause your application to be delayed.

Name of Employment Sector

Please select from the drop-down list provided, the most appropriate employment sector that your application relates to.

Employer Name

This has been defaulted to the organisation you are applying through and should not be amended.

Please complete the fields below

Employment Details

Purpose of check (*): Employment

Position Applied For:

Name of Employment Sector: -- select --

Employer Name (*): CHEQS ORGANISATION

[Previous](#) [Next](#)

Information

Purpose Of Check
Please insert the correct purpose of DBS check. Possible Values : Current Personal Interest / Employment / Other.

Position Applied For
If Purpose Of Check value is Employment then please insert the correct job role as supplied to you by your current/new employer.

No abbreviations or acronyms are permissible, e.g. Nursery Asst should read Nursery Assistant or SMSA should read School Meals Supervisory Assistant.

If volunteer do not enter just volunteer, please enter in which capacity your job role is e.g. Coach.

Name of Employment Sector
If Purpose Of Check value is Employment then this field is mandatory. Please select proper field from given list

Other details
If Purpose Of Check value is Other then this field is mandatory. Please enter right details

Employer Name
This has been defaulted to the organisation you are applying through but can be amended if required.

Once you have completed this section click 'Next'.

Basic DBS Section 5 – Confirmation and Consent

Now please read through your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application click on 'edit' next to the section of the form that requires changes.

At the end of the application please make sure that you complete the **Applicant Consent** section.

This is important and legally binding. Please ensure you take the time to thoroughly check the details you have entered are accurate and complete before ticking this box.

Application Confirmation and Consent

To complete this application, please review the details entered, tick the consent box at the bottom of this page and click the Complete button.

Personal Details

Title:

MR

edit

Forename:

TEST

Middle Name:

Surname:

APPLICATION

Date of birth:

01/01/1985

Gender:

MALE

Valid Passport:

No

Valid Driving Licence:

No

Valid NI Number:

Yes

National Insurance No (from applicant):

JB123456A

Contact Details

Contact No:

edit

Mobile No:

Email Address:

testuser@test.com

DBS Profile No:

Address History

edit

Address	From	To
123 TEST STREET LONDON E1 1AA UNITED KINGDOM	01 Jan 2000	Present

Place of Birth

Town:

LIVERPOOL

edit

Country:

UNITED KINGDOM

Employment Details

Purpose of DBS check:

Employment

edit

Position Applied For:

TEACHER

Name of Employer/Sector:

PRIMARY EDUCATION

Employer Name:

CHEQS ORGANISATION

Applicant Consent

By completing this form I confirm that I have provided complete and true information in support of this application and understand that knowingly making a false statement for this purpose is a criminal offence.

I can confirm that I have read and understood the DBS statement of fair processing, [Privacy Notice for Applicants](#) and consent to the Responsible Organisation receiving an electronic notification once the application has been processed which states either the 'Certificate contains no information' or 'Please wait to view applicant certificate'.

Please tick this box to indicate your consent: ☐

Previous

Complete

Now click 'Complete'.

Basic DBS Section 6 - Complete Application

You have now completed your application form and you will be given a submission reference number. **Please make a note of this number for reference purposes.** You will receive a confirmation email containing these details to the email address supplied on the application form. If you don't appear to receive this please check your Spam/Junk Mail.

EBULK DISCLOSURES
Approved E-Bulk Software Solution

Application Complete

✓ Your reference number is 819APPL124

Make a note of this reference and arrange to visit your employer or Registered Organisation to have your identification verified, you will need to bring evidence of your identity from the list shown on the right.

ID Document Rules

You will now be required to have your identity verified by the organisation requesting this application on you in accordance with the DBS ID guidelines. If your identity cannot be verified via the documents you hold (for example, valid Passport, UK Driving Licence, Birth Certificate, UK Residence permit) your application will not be able to be processed. For a full list of acceptable forms of identification please read the document DBS Basic Checks - List of acceptable identification. Further guidance about the DBS Application process can be accessed at www.gov.uk/government/organisations/disclosure-and-barring-service

Exit

Information

Identity Documents
For suitable forms of identification, please read document [DBS list of acceptable identification](#).

Your application form will be processed by your employer once they have verified your identity. Please see below for guidance on identity verification.

Basic DBS Section 7 – ID Verification

Next step - identity verification

In line with the DBS code of practice, all applicants requiring a DBS check must have their identity verified.

How do I have my identity verified?

Please provide original identification to your Employer / the Organization you are working for / volunteering with (usually Recruitment or HR Manager) and provide identification as listed in the acceptable ID table (see table below). Your application form will be processed by your Employer / the Organization you are working for / volunteering with once they have verified your identity, and then sent to the DBS.

Tracking the progress of your application with the DBS

Once your application has been received at the DBS and is assigned a DBS Application Reference number you will receive a second email detailing this information. This email will include details and links to the DBS website to enable you to track the progress of your application from the moment the disclosure process commences.

CONTACT DETAILS

Please contact your Employer / the Organization you are working for / volunteering with if you have any queries in regards to the DBS application process.

DBS Basic Checks - List of Acceptable Identification

Route 1 – For all applicants except paid non-UK nationals (2 documents to be seen)

1 document from Group 1.
1 further document from Group 1, 2a or 2b

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 1, proceed to Route 2.

Route 1a – For paid non-UK nationals only (2 documents to be seen)

1 document from Group 1a.
1 further document from Group 1, 2a or 2b

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 1a, basic check cannot be submitted.

Route 2 – For all applicants except paid non-UK nationals (3 documents to be seen)

1 document from Group 2a.
2 further documents from Group 2a or 2b.

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 2, basic check cannot be submitted.

Group 1

Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued within 12 months of birth)
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)
- Adoption Certificate (UK / Channel Islands)

Group 1a

Primary Identity Documents for non-UK nationals

- A current passport or passport card showing that the holder is a national of the Republic of Ireland.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Group 2a

Trusted Government Documents

- Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional)
- Current Driving Licence – paper version (UK / Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued after the time of birth)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Isle of Man / Channel Islands)
- Immigration document, work permit or VISA (Issued outside of UK) (Valid only for roles whereby applicant is living and working outside of UK.)

Group 2b

Financial & Social History Documents

- Mortgage Statement (UK) **
- Bank/Building Society Statement (UK / Channel Islands) *
Monzo statements or statements printed from the internet are not acceptable
- Bank/Building Society Account Opening Confirmation Letter (UK) *
- Credit Card Statement (UK) *
- Financial Statement e.g. pension, endowment, ISA (UK) **
- P45/P60 Statement (UK / Channel Islands) **
- Council Tax Statement (UK / Channel Islands) **
- Utility Bill (UK) - Not Mobile Phone *
- Benefit Statement (UK) e.g. Child Allowance, Pension *
- Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) *
e.g. DWP, Employment Service, HMRC, Job Centre, Social Security
- EEA National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid
- Irish Passport Card – must be valid (Cannot be used with an Irish Passport)
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)
- Non-UK Bank/Building Society Statement *
Branch must be located in the country in which the applicant lives and works
- Letter of Sponsorship from future employer
Non-UK only – valid only for applicants residing outside UK at time of application

Please note if a document in the List of Valid Identity Documents is:

- Denoted with * - issued in the last 3 months
- Denoted with ** - issued in the last 12 months

Basic Scotland Section 1 – About you

Please enter your personal details. **If you have any middle name(s) ensure that you enter these details within the 'Forename' field**, particularly those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc. Any missing information from this or any other section can severely delay the processing of your criminal record check.

If you are providing a contact telephone number, please DO NOT include any spaces between digits.

1) About You
2) Address History
3) Additional Info
4) Confirm

The application form is a simple 4 step process, please complete all fields provided.
Mandatory fields are denoted by (*)

Personal Details

Gender (*):

Title (*):

Forenames (*):

Surname (*):

Date of birth (*):

NI Number:

Do you hold a valid passport? (*) ☐ No ☐ Yes

Do you hold a valid driving licence? (*) ☐ No ☐ Yes

Do you hold a National ID Card? (*) ☐ No ☐ Yes

National Entitlement Card Number:

PVG Scheme ID:

Electricity Supplier Number:

Contact Details

To speed up the resolution of any queries with your application please provide a telephone number and/or email address we can use to contact you.

Telephone No:

Other Telephone No:

i If you have provided a UK mobile number we may text you about your application.
If you do not want to receive texts untick the 'Allow SMS Alert' box.

Allow SMS alerts: ☒

If you have an email address please supply this to allow an automated email to be sent to you to confirm your application has been submitted

Email Address:

Information

Middle Names
Enter any middle name(s) you may have in the Forenames field.

NI Number
If you have a UK National Insurance Number, please supply the number

Identification
If you have been issued with either a Passport Number, Driving Licence No or an electricity supplier number you have the option to supply details of one piece of documentation.

Passport Country of Issue
If you have a Passport, you must also indicate the country where the passport was issued.

Driving Licence Country of Issue
If you have a Driving Licence, you must indicate the country where the driving licence was issued.

National ID Card
If you have a National ID Card, please indicate the country where the National ID Card was issued.

National Entitlement Card
If you have a National Entitlement Card, please supply the card number

PVG Scheme
If you are a member of the PVG Scheme, please supply your PVG Scheme ID

Electricity Supplier Number
This is your electricity Meter Point number.

Previous
Next

Once you have completed this section click 'Next'.

Basic Scotland Section 2 – Address History

Please enter your current address. If you have not lived at this property for more than five years, you will be taken to another screen. Here you will be required to add any additional addresses to ensure your address history goes back the required five years. **Please note if you do not provide a minimum of five years address history, you will not be able to proceed to the next stage of the application process.**

Address Dates

There cannot be any gaps/overlaps in your address history. Please ensure that the month and year of each address follows that of the previous address. Students who switch between their permanent residence and educational establishments must enter each address with dates consecutively e.g. parents' address Dec 2009 – Jan 2010, university address Jan 2010 – March 2010, parents' address March 2010 – April 2010 etc. Do not run addresses/dates simultaneously as your application form will be rejected by Disclosure Scotland. Once an address has been entered, you can edit any information by clicking on the 'Edit' button.

Postcode

Please ensure that all UK addresses have a full postcode; if you cannot remember your postcode please use the Royal Mail [UK Postcode Finder](#) link provided within the address information box.

No Fixed Abode UK

If you were of no fixed abode within the UK please enter the nearest hostel address to the location you were based.

Foreign Addresses/Travelling Overseas

If you have travelled overseas and cannot supply the address for a foreign country then please enter 'OVERSEAS' for Address Line 1. Please then enter the Town/City and Country of where you were residing within this period.

EBULK DISCLOSURES
Approved E-Bulk Software Solution

1) About You : 2) **Address History** : 3) Additional Info : 4) Confirm

Please enter your current UK address.

Current Address

Address Line 1 (*):

Address Line 2:

Town (*):

County:

UK Postcode (*):

Date from (*): -MM- -YYYY-

Information

Address Dates
There cannot be any gaps or overlaps in your address history. Please ensure that the month and year from a previous address are repeated as the same date at the start of your next address. Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. parents address Dec 09-Jan 10, University address Jan 10-March 10, parents address March 10-April 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by Disclosure Scotland.

Postcode
Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by Disclosure Scotland. If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

Once you have completed this section click 'Next'

Basic Scotland Section 3 – Additional Info

Other Details

- Enter details for your town of birth.
- Enter your Country of Birth
- Enter your Nationality at Birth
- Enter your Mother's maiden (or family) name.

Known By Other Names

Please select 'Yes' or 'No' from the dropdown list.

Other names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename, middle name(s) and surname separately using the 'Add Name' button below. If you have used any aliases, e.g. William known as Bill, please also supply these details.

Failure to supply any additional information may cause your application to be delayed.

EBULK DISCLOSURES
Approved E-Bulk Software Solution

1) About You : 2) Address History : 3) Additional Info : 4) Confirm

Please complete the following additional information

Other Details

Town of birth (*):
Country of birth (*):
Nationality at Birth (*):
Have you changed your nationality since birth (*):
Mother's maiden (or family) name (*):
Are you now, have you ever been, or were you at birth known by a different name?
Known By Other Names (*):
Registration district of birth:
Previous disclosure number:

-- Please select --
-- Please select --
-- Please select --

-- Please select --

Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Name' button below.

Name	From	To
No records have been created		

Add Name

Information

Change of name(s)
Please ensure that where names change they run in date order and with no gaps.

Mother's maiden name
Please enter your mother's maiden (or family) name.

Other names
If you have used any other names at any time during your lifetime please provide them. A maximum of 9 can be entered.

Aliases
Please supply details of any alias names you may have used including dates from and to, e.g. William known as Bill etc. Failure to do so could cause your application to be delayed or rejected by Disclosure Scotland.

Previous

Next

Once you have completed this section click 'Next

Basic Scotland Section 4 – Confirmation and consent

Now please read through your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application click on 'edit' next to the section of the form that requires changes.

At the end of the application please make sure that you complete the **Applicant Consent** section.

This is important and legally binding. Please ensure you take the time to thoroughly check the details you have entered are accurate and complete before ticking this box.

EBULK DISCLOSURES
Approved E-Bulk Software Solution

1) About You : 2) Address History : 3) Additional Info : 4) Confirm

Application Confirmation and Consent
To complete this application, please review the details entered, tick the consent box at the bottom of this page and click the Complete button.

Personal Details

Title:	MR	Edit
Forenames:	TEST	
Surname:	TEST	
Date of birth:	01/01/2001	
Gender:	MALE	
NI Number:	JJ111111C	
Valid Passport:	No	
Valid Driving Licence:	No	
Electricity Supplier Number:	123486746	

Contact Details

Telephone No:	0124354	Edit
Email Address:	test@test	

Address History

Address	From	To
TEST TEST S14EB UNITED KINGDOM	Jan 2003	Present

Other Details

Town of birth:	TEST	Edit
Country of birth:	UNITED KINGDOM	
Mother's maiden name:	TEST	
Registration District of birth:		

Applicant Consent
Information you have supplied on this form and on the Disclosure record to which this relates may be passed to other Government organisations and law enforcement agencies.
I declare that, to the best of my knowledge and belief, all of the information that I have given in connection with this application is full and correct in every respect.
I undertake to supply any additional information that may be required by Disclosure Scotland to verify the particulars given and also to inform Disclosure Scotland immediately of any alterations in these particulars.
I give consent for this information to be passed to Capita Recruitment Vetting Service (CRVS) in order to process my Disclosure.
I give my permission for Disclosure Scotland to send my Disclosure Certificate directly to CRVS or the Recruiting Employer and understand that I will not receive a copy at my home address.
WARNING it is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Disclosure. The work of Disclosure Scotland includes checking that all the information given is genuine.
By signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.
Please tick this box to indicate your consent: ☐

◀ Previous Complete ▶

Now click 'Complete'.

Basic Scotland Section 5 – Application Complete

You have now completed your application form and you will be given a reference number. Please make a note of this number for reference purposes. If you entered an email address onto your application form you will receive a confirmation email containing these details.

EBULK DISCLOSURES
Approved E-Bulk Software Solution

Application Complete

✓ Your reference is 107TEST467

Make a note of this reference number and arrange for your identification to be verified by your employer (your employer will advise you on the relevant process).

ID Document Rules

Have you got a document from Group 1?

- > Yes - 3 documents must be seen, one document from Group 1 plus any 2 from Groups 1 or 2.
- > No - 5 documents must be seen from Group 2.

Please note that one document must contain your current address and your date of birth and it is preferred that one of these documents contains photographic identification.

You can read more about the ID checking process on the [Disclosure Scotland web site](#)

✓ Please close your browser when ready

Information

Identity Documents
For suitable forms of identification, please read document [Disclosure Scotland list of acceptable identification](#).

Your application will be processed by your employer once they have verified your identity. Please see below for guidance on identity verification.

Basic Scotland Section 6 – ID Verification

Next step - identity verification

In line with Disclosure Scotland's code of practice, all applicants requiring a Disclosure Scotland check must have their identity verified.

How do I have my identity verified?

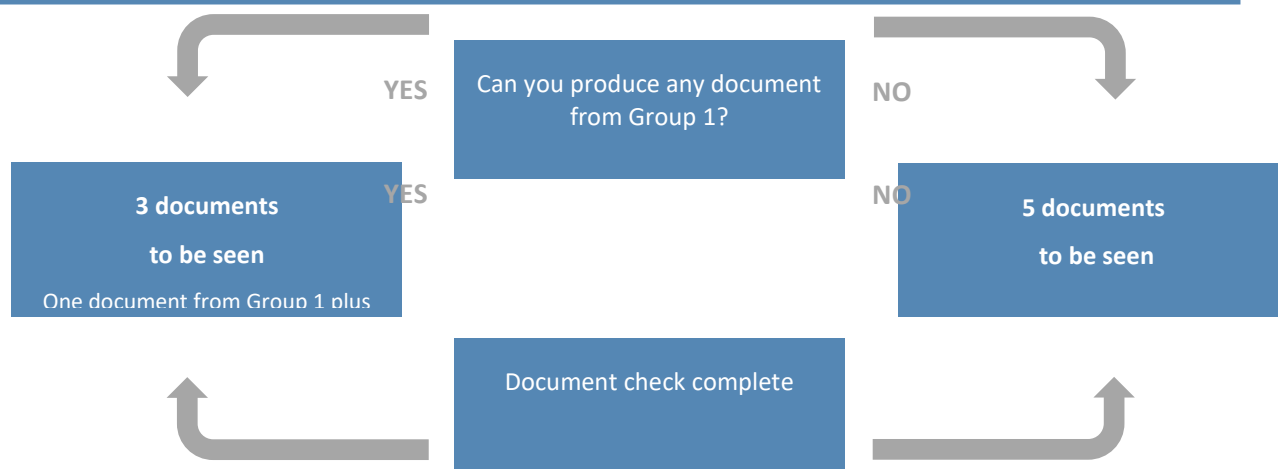
Please provide original identification to your Employer / the Organization you are working for / volunteering with (usually Recruitment or HR Manager) and provide identification as listed in the acceptable ID table (see table below). Your application form will be processed by your Employer / the Organization you are working for / volunteering with once they have verified your identity, and then sent to the DBS.

CONTACT DETAILS

Please contact your Employer / the Organization you are working for / volunteering with if you have any queries in regards to the DBS application process.

Your application will be processed by your employer once they have verified your identity, and then sent to Disclosure Scotland.

Basic Scotland List of Acceptable Identification



Basic Scotland Group 1

Primary Identity Documents

- Current valid Passport (any nationality)
- Current UK Driving Licence – photo card or paper (England/Wales/Northern Ireland/Isle of Man) (Full or Provisional)
- Original UK Birth Certificate (Issued within 12 months of date of birth)
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces.
- Adoption Certificate (UK)
- Valid photo identity card (EU countries only)
- UK Firearms Licence
- HM Forces ID card (UK)

Basic Scotland Group 2

Issued whenever

- Non-original UK Birth Certificate (Issued after 12 months of date of birth, full or short form)
- Marriage / Civil Partnership Certificate
- P45/P60 Statement
- Utility Bill (electricity, gas, water, telephone – including mobile phone contract/bill)
- Valid TV licence
- Credit card statement
- Store card statement
- Mortgage statement
- Valid insurance certificate
- Certificate of British nationality
- Asylum Registration Card
- Valid vehicle registration document
- Court summons
- Valid NHS card
- Court Claim Form
- National insurance number card
- Examination certificate (e.g. GCSE, NVQ)
- Child benefit book

Issued within last 3 months

- Personal correspondence or a document from a Government Department
- Mail order catalogue statement
- Addressed payslip
- Letter from a Head Teacher

Issued within last 12 months

- British work permit/visa
- Bank or Building Society Document
- Financial statement e.g. pension, endowment, ISA