

Completing Disclosure Application

It is extremely important to return the completed Disclosure form to us as quickly as possible. **You must also take great care when completing the form since any errors will void the form and require you to complete another one.**

Follow these steps and you should have no trouble in filling in the form.

use **BLACK INK** and use **BLOCK CAPITAL LETTERS**

Part A Tick box for '*Enhanced*'

Part B Complete sections B1 to B13 as appropriate.

Complete sections B14/15 to B18. Section B17, '*Registration District*' should be given only if shown on your birth certificate.

Complete **AT LEAST ONE** of sections B19 to B25. Filling in all sections is best, but Disclosure Scotland only requires one of these to be filled in. Refer to the included Guidance Notes for Applicants on section B24 about how to complete the 'Electricity Supplier Number'.

Complete sections B26 to B29 with your current contact details. If you do not have an email address, you can leave sections B28 to B29 blank.

Complete sections B30 to B36 with your current address. Leave section B36 blank if you currently live in the UK.

Complete sections B37 to B57 with your address history for the past **FIVE YEARS**. If you have lived at your current address longer than five years, you can leave these sections blank. If you have more previous addresses than the space provided, tick section B58 and include a separate sheet of paper with any other addresses. Note that the year you moved into a property is the minimum requirement to complete (ie. you do not need the *exact* date of entry).

Part C Complete sections C1/C2 with your signature and the date. **Be sure to keep your signature within the space of the box provided.**

Part D **DO NOT WRITE IN ANY SECTION OF PART D**

Part E **DO NOT WRITE IN ANY SECTION OF PART E**

OVER...

We need you to supply us with **at minimum** the following forms of identification. Photocopies are permissible and do not need to be notarised.

1) **ONE** photocopy of photographic identification. This could be any of the following:

- PASSPORT
- DRIVING LICENCE (with Photo)
- STUDENT CARD
- YOUNG SCOT CARD

2) **TWO** photocopies of proof of your name with current address. Examples include:

- BANK STATEMENT
- UTILITY BILLS (gas, electricity, council tax, etc.)
- OFFICIAL CORRESPONDENCE (employer, school, doctor, dentist, etc)
- PREVIOUS DISCLOSURE
- DRIVING LICENCE (with or without photo)

3) **TWO** passport-sized photographs (please print your name on the back).

4) **OPTIONAL (BUT PREFERRED)** – Photocopy of your Birth Certificate

Keep in mind, the more proof of identification you send us, the less chance for Disclosure Scotland to come back to us for further documentation.

When you have completed your Disclosure Application, be sure to include your completed TEAM MEMBER APPLICATION and HEALTH FORM if you have not yet returned them to us.

The process to apply as a volunteer can be accessed on our website at the following address:

http://www.rawscotland.org.uk/reality_volunteerapply.htm

When you have completed all the forms, please return them in a SAE if provided or to:

**Reality Adventure Works
Dean House
65 Kirkintilloch Road
Lenzie
Glasgow
G66 4LD**

If you have any questions about your Disclosure Application or any other forms, please contact the Reality office at 0141 777 7656

Any and all information we receive is treated as strictly confidential.