

IMPORTANT INSTRUCTIONS - PLEASE READ CAREFULLY

The UK Basic Level Disclosure can come from one of two sources; Disclosure Scotland or the Disclosure & Barring Service (DBS). The specific source to be used is dependent upon the location of the job. The information needed to request the Disclosure varies depending upon the source of the Disclosure.

- **If the job location is outside of England or Wales, including countries outside of the UK, the source is Disclosure Scotland.**
- **If the job location is in England or Wales, the source is the Disclosure & Barring Service.**

This package contains the data collection forms for both sources. Only fill out the document that pertains to your unique employment situation.

Will your job be located in England or Wales?

- NO: Complete the [DISCLOSURE SCOTLAND Data Form](#) (pages 2 - 3 of this document)
- YES: Complete the [DBS Data Form](#) (pages 4 - 7 of this document)

Do not complete both Forms. Only complete the document that meets your specific job situation.

DISCLOSURE SCOTLAND Data Form

COMPLETE FOR JOBS NOT LOCATED IN ENGLAND OR WALES

Updated: January 9, 2018

My place of work will be (check one):

Northern Ireland Scotland Country other than UK

Instructions

The required and recommended information needed in order to obtain the Disclosure Scotland Basic Disclosure Certificate on your behalf is listed below.

Items listed in **BOLD** below, with an *****, are required.

A five (5) year residential address history, including the dates of address, must be provided.

Supporting documentation must be provided to confirm current home address, name and date of birth. Documents accepted are one or more of the following: National Insurance Card, Passport, Driving License, National Identity Card, National Entitlement Card, Electricity Supplier Bill, Utility Bill, ISA Registration, Birth Certificate.

Title (Mr., Ms., Mrs., Dr.)

First Name*

Last Name*

Mother's Maiden Name *

Alias Name/s*

(Enter "none" if no Alias Names)

Date of Birth *

(Enter DD/MM/YYYY)

Gender *

Male Female

Town of Birth *

Country of Birth *

Nationality *

UK National Insurance Number

(Optional & Recommended)

Passport Number & Issue Country

(Optional)

Driving License Number & Issue Country

(Optional)

National Identity Card # & Issue Country

(Optional)

National Entitlement Card Number

(Optional)

Electricity Supplier Number

(Optional)

PVG Scheme Membership Number

(Optional)

Candidate Contact Information Phone

(Optional & Recommended)

Candidate Contact Information Email

(Optional & Recommended)

Subject Name

Last Name

First Name

Residence Address

**A complete 5-year residence address is required, including dates of residence.
Provide the street address, city, province or territory, country, and postal code.**

Current Residence Address *

Dates of Residence* (DD/MM/YYYY)

Former Residence Address 1
(COMPLETE 5 year history required)

Dates of Residence (DD/MM/YYYY)

Former Residence Address 2
(COMPLETE 5 year history required)

Dates of Residence (DD/MM/YYYY)

Former Residence Address 3
(COMPLETE 5 year history required)

Dates of Residence (DD/MM/YYYY)

Former Residence Address 4
(COMPLETE 5 year history required)

Dates of Residence (DD/MM/YYYY)

Former Residence Address 5
(COMPLETE 5 year history required)

Dates of Residence (DD/MM/YYYY)

Supporting documentation must be provided to confirm current home address, name and date of birth.

Documents accepted are one or more of the following: National Insurance Card, Passport, Driving License, National Identity Card, National Entitlement Card, Electricity Supplier Bill, Utility Bill, ISA Registration, Birth Certificate.

See the document titled *GB Crim-Natl Basic ID Requirements* for additional instructions.

DBS Data Capture Form

COMPLETE FOR JOBS IN ENGLAND OR WALES

Updated: January 9, 2018

My place of work will be (check one):

- England
 Wales

Instructions

The required and recommended information needed in order to obtain the Disclosure & Barring Service Basic Level Certificate is listed below.

DO NOT COMPLETE THIS FORM UNLESS YOU YOUR JOB LOCATION WILL BE IN ENGLAND OR WALES.

If your job position is outside of England or Wales, a different process and information collection form will be used. Contact your prospective employer for this information.

Items listed in **BOLD** below, with an *, are required.

A five (5) year residential address history, including the dates of address, must be provided.

Supporting documentation must be provided to your employer.

A list of acceptable documents is found at [GB Crim-Natl DS Standard ID Docs](#).

Is your job position located in England or Wales? *

Yes No: **STOP – DO NOT USE THIS FORM**

Title *

Mr., Ms., Mrs., Miss, Dr., Professor, Other

First Name *

Middle Name/s

Last Name *

Date known by this name from *

(DD/MM/YYYY)

from birth

Candidate Contact Email *

Candidate Contact Phone

Date of Birth *

(Enter DD/MM/YYYY)

Gender *

Male Female

Have you ever been known by a different name? *

Yes No

If YES, complete Alias names below. Include your Title, First Name, Middle Name, and Last Name.

Alias Name 1 (incl. Title)

Date known by this name from

(DD/MM/YYYY)

from birth

Date known by this name to

(DD/MM/YYYY)

Subject Name	Last Name	First Name
Alias Name 2 (incl. Title)		
Date known by this name from (DD/MM/YYYY)	<input type="checkbox"/> from birth	
Date known by this name to (DD/MM/YYYY)		
Alias Name 3 (incl. Title)		
Date known by this name from (DD/MM/YYYY)	<input type="checkbox"/> from birth	
Date known by this name to (DD/MM/YYYY)		
Country of Birth *		
Town of Birth *		
Do you hold a valid passport? * <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, answer questions below.		
Passport issuing country		
Full passport number		
Passport issue date (DD/MM/YYYY)		
Passport expiry date (DD/MM/YYYY)		
If no, answer the question below		
Current Nationality		
Do you hold a valid driving license? * <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, answer questions below.		
Driving license type <input type="checkbox"/> Photo <input type="checkbox"/> Paper		
Issuing country		
Driving license number		
Driving license valid from (DD/MM/YYYY)		
Do you have a UK National Insurance #? * <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, answer question below.		
NI Number (UK)		

Residence Address

A complete 5-year residence address is required, including dates of residence. Make sure there are no gaps. Provide the street address, city, province or territory, country, and postal code.

Current Residence Address *

Dates of Residence* (DD/MM/YYYY)

Former Residence Address 1
(COMPLETE 5-year history required)

Dates of Residence (DD/MM/YYYY)

Former Residence Address 2
(COMPLETE 5-year history required)

Dates of Residence (DD/MM/YYYY)

Former Residence Address 3
(COMPLETE 5-year history required)

Dates of Residence (DD/MM/YYYY)

Former Residence Address 4
(COMPLETE 5-year history required)

Dates of Residence (DD/MM/YYYY)

Former Residence Address 5
(COMPLETE 5-year history required)

Dates of Residence (DD/MM/YYYY)

Supporting documentation must be provided to confirm current your identity.

See *GB Crim-Natl Basic ID Requirements* for details of which documents are accepted.

Subject Name Last Name

First Name

Position Applied For *

Employment Sector *

- LOCAL GOVERNMENT
- CENTRAL GOVERNMENT
- PUBLIC SECTOR- OTHER
- NHS
- PRESCHOOL EDUCATION
- PRIMARY EDUCATION
- SECONDARY EDUCATION
- ACADEMY EDUCATION
- FURTHER EDUCATION
- HIGHER EDUCATION
- INDEPENDENT EDUCATION
- VOLUNTARY/CHARITY
- PRIVATE HEALTHCARE
- AGRICULTURE, FORESTRY AND FISHING
- MINING AND QUARRYING
- MANUFACTURING
- RETAIL
- ENERGY AND AIR CONDITIONING
- WATER AND WASTE MANAGEMENT
- CONSTRUCTION
- TRADE OR REPAIR OF VEHICLES
- TRANSPORTATION AND STORAGE
- ACCOMMODATION AND FOOD SERVICE
- INFORMATION AND COMMUNICATION
- FINANCIAL AND INSURANCE
- REAL ESTATE ACTIVITIES
- PROFESSIONAL, TECHNICAL
- ADMINISTRATIVE AND SUPPORT
- SOCIAL CARE
- ARTS AND ENTERTAINMENT
- LEISURE, SPORT AND TOURISM
- FOSTER/ADOPTION
- CHILD CARE
- DRIVERS
- LAW ENFORCEMENT AND SECURITY
- RECRUITMENT AND HR

Employer Name *