

## 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. It is important to select the correct source so that we can provide you with the proper ordering information.

- **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 instructions for both sources. Follow the instructions that pertains to your candidate's unique employment situation.

Will the job be located in England or Wales?

NO: Follow the [Disclosure Scotland Instructions](#) (pages 2 - 3 of this document)

YES: Follow the [DBS Instructions](#) (pages 4 - 6 of this document)

# INSTRUCTIONS FOR JOBS NOT LOCATED IN ENGLAND OR WALES

## Ordering Instructions: UK Criminal National (Disclosure Scotland Basic Northern Ireland, Scotland, Non-UK) Search – Client (I)

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Updated: December 29, 2017

This document pertains to the Disclosure & Barring Service Basic Level Certificate for jobs located in Northern Ireland, Scotland, and outside of the United Kingdom only. If the position is located in England or Wales, or the Standard or Enhanced Certificate is required, please contact your Account Manager.

### Source of Information

In the United Kingdom, Criminal Records for employment come in the form of a “Disclosure Certificate” that is issued by one of three main sources. (This Disclosure Certificate is often referred to as a “Certificate” or a “Disclosure”.)

Three different types of Disclosure Certificates are available, referred to as “levels of Disclosure Certificates”. These Levels are: Basic, Standard, and Enhanced. The specific level of Disclosure available and the source from which it is ordered from vary, depending upon:

- Whether the role is regulated or involves contact with the vulnerable, and
- Where the position is located

The most common Level of Disclosure used for employment screening is the Basic Disclosure. It is available to anyone for any purpose. (Employers must still follow local law and regulations such as data protection regulations when considering if it is allowable and appropriate to request this search.)





Disclosure Scotland is the source for criminal record checks if the candidate will be working in Northern Ireland, Scotland, or outside of the UK. If the person is working in England or Wales, a different source must be used, and a different process is involved. Contact your Account Manager for assistance with these criminal record searches.

The Basic Disclosure only provides details of unspent convictions as defined by the Rehabilitation of Offenders Act 1974 (<http://www.legislation.gov.uk/all?title=Rehabilitation%20of%20Offenders%20Act%201974>). If no unspent convictions are found, the Disclosure will state there are no convictions. Unlike the Standard or Enhanced level checks, the Basic check is not restricted to specific positions.

The Basic Disclosure is issued to the data subject or an entity the subject designates on the application form. This Disclosure is not specific to any position and can be used more than once, as long as subsequent jobs do not require a different level of Disclosure.

Additional information about Disclosure Scotland and the Basic Disclosure is available at:  
<https://www.mygov.scot/organisations/disclosure-scotland/>.

### Related Documents

-  [GB Crim-Natl Basic Instructions - Subject](#)
-  [GB Crim-Natl Basic Consent](#)
-  [GB Crim-Natl Basic Data Form](#)
-  [GB Crim-Natl Basic ID Requirements](#)

## Information Required for the Order

A Subject version of this document is available to guide the candidate through the process.

- 📄 General Consent for Background Screening, including cross-border transfer notifications, if required. This is not required to be uploaded for the order.

The ordering criteria for this search are captured on the Data Form. This Form includes information required for this search includes both required and recommended information. Note the following will be required on the Data Form:

- ✓ Mother's maiden name, surname only, as listed on her birth certificate or equivalent international document
- ✓ Residence history for the past five (5) years must be provided

Document uploads required:

- 📄 *GB Crim-Natl DS Basic Consent* – This document contains the consent language required for the Disclosure Scotland source. The candidate should complete only the consent pertaining to jobs located outside of England or Wales.
- 📄 *GB Crim-Natl Basic Data Form* – This Form contains fields required for the Disclosure Scotland source. The candidate should complete only the section pertaining to jobs located outside of England or Wales.
- 🔗 Supporting documentation to confirm the subject's 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, or Birth Certificate. Documents uploaded must be sufficient to verify current home address, name, and date of birth. Utility bills must be no older than 90 days.
  - A Passport or National ID are the best options for submission.

## Submission Instructions

1. Provide the subject the following and instruct them to complete only the section pertaining to their job location:
  - *GB Crim-Natl Basic Consent*
  - *GB Crim-Natl Basic Data Form*
  - *GB Crim-Natl Basic ID Requirements*
2. Obtain the copies of the proof of identity and proof of address.
3. Review the subject's completed consent and Data Form:
  - Make sure the appropriate pages on the *GB Crim-Natl Basic Data Form* are fully completed before loading into the portal. Incomplete information will cause delays.

Provide the subject with instructions on submitting the Consent, Data Form, and ID documents. Be specific about whether the subject should submit them to your company and you will upload them into the ordering portal, or if the subject should load them into the portal themselves.

## Disposition of the Disclosure Scotland Basic Certificate

The Basic Certificate will be mailed to the local fulfillment entity by Disclosure Scotland. The Certificate is the property of the data subject. The Certificate will be securely stored for ninety (90) days and then shredded. If the subject wishes to have their copy of the Certificate returned to them rather than shredded, the subject must contact your company. Let your Account Manager know the subject wishes their Certificate returned or you may contact the ClearStar Global Team at [Global@ClearStar.net](mailto:Global@ClearStar.net). The local fulfillment entity will be directed to return the Certificate to the subject, as long as the request is received within the 90-day time frame.

# INSTRUCTIONS FOR JOBS IN ENGLAND OR WALES

## Ordering Instructions: UK Criminal National (DBS Basic England & Wales Job) Search – Client (V)

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Updated: January 9, 2018

This document pertains to the Disclosure & Barring Service Basic Level Certificate for jobs located in England and Wales only. If the position is located outside of England or Wales, or the Standard or Enhanced Certificate is required, please contact your Account Manager.

### Source of Information

In the United Kingdom, Criminal Records for employment come in the form of a “Disclosure Certificate” that is issued by one of three sources. (This Disclosure Certificate is often referred to as a “Certificate” or a “Disclosure”.)

Three different types of Disclosure Certificates are available, referred to as “levels of Disclosure Certificates”. These Levels are: Basic, Standard, and Enhanced. The specific level of Disclosure available and the source from which it is ordered from vary, depending upon:

- Whether the role is regulated or involves regular contact with the vulnerable, and
- Where the position is located

The most common Level of Disclosure used for employment screening is the Basic Disclosure. It is available to anyone for any purpose. (Employers must still follow local law and regulations such as data protection regulations when considering if it is allowable and appropriate to request this search.)





The Disclosure & Barring Service (DBS) is the source for criminal record checks if the candidate will be working in England or Wales. If the person is working outside of England or Wales, a different source must be used, and a different process is involved. Contact your Account Manager for assistance with these criminal record searches.

The Basic Level Certificate provides details on convictions and conditional cautions that are deemed unspent under the Rehabilitation of Offenders Act 1974 (<http://www.legislation.gov.uk/all?title=Rehabilitation%20of%20Offenders%20Act%201974>) and that are held on the Police National Computer. Unlike the Standard or Enhanced level checks, the Basic check is not restricted to specific positions.

If you think the role might be eligible for the Standard Level check, consult the Disclosure & Barring Service Eligibility Guidance: <https://www.gov.uk/government/collections/dbs-eligibility-guidance>. You may also contact DBS for assistance: <https://www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service>.

Additional information about the DBS Basic Level Certificate is available here: <https://www.gov.uk/government/publications/basic-checks>.

### Related Documents

-  *GB Crim-Natl Basic Instructions - Subject*
-  *GB Crim-Natl Basic Consent*
-  *GB Crim-Natl Basic Data Form*
-  *GB Crim-Natl Basic ID Requirements*

## Information Required for the Order

A Subject version of this document is available to guide the candidate through the process.

- 📄 General Consent for Background Screening, including cross-border transfer notifications, if required. This is not required to be uploaded for the order.

The ordering criteria for this search are captured on the Data Form. This Form includes information required for this search includes both required and recommended information. Note the following will be required on the Data Form:

- ✓ Passport, Driving License and UK National Insurance information
- ✓ Residence history for the past five (5) years must be provided

Document uploads required:

- 📄 *GB Crim-Natl DS Basic Consent* – This document contains the consent language required for the DBS source. The candidate should complete only the consent pertaining to jobs located in England or Wales.
- 📄 *GB Crim-Natl Basic Data Form* – This Form contains fields required for the DBS source. The candidate should complete only the section pertaining to jobs located in England or Wales.
- 📄 Original copies of identity documents to be shown to the employer. A list of acceptable documents is found on the *GB Crim-Natl Basic ID Requirements* document. The employer must conduct an identity check as explained below, and must complete the Attestation found in the *GB Crim-Natl Basic ID Requirements* document. This Attestation must be uploaded to the order.

## Identity Check of the Candidate

You must conduct a face to face verification of original identity documents provided by the subject. The subject must show you the **valid, current, and original documents**, not copies.

- Make sure you have no concerns over the legitimacy of the documents; they look genuine to you.
- Compare the date of birth on the document against the appearance of the subject.
- Compare the pictures on the document against the appearance of the subject.
- Compare the subject's full name, date of birth, and current address on the documents against information they provided on the *GB Crim-Natl Basic Data Form*.
- You must attest you have conducted the identity check by completing and signing *GB Crim-Natl DBS Basic (ENG – Wales) ID Doc Attestation – Client*. This document must be uploaded with the order.

Additional information about the identity checking process:

- Guidance on how to do the ID checks: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/640153/DBS\\_Basic\\_Check\\_ID\\_Guidance\\_for\\_Responsible\\_Organisations\\_v1.0.doc](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/640153/DBS_Basic_Check_ID_Guidance_for_Responsible_Organisations_v1.0.doc).

Note that the identity checking process for the DBS request is not a substitute for the right to work check. An employer must also check to make sure the individual is allowed to work in the UK. See the UK Government website for additional details:

<https://www.gov.uk/check-job-applicant-right-to-work>

## Submission Instructions

4. Provide the subject the following and instruct them to complete only the section pertaining to their job location:
  - *GB Crim-Natl Basic Consent*
  - *GB Crim-Natl Basic Data Form*
  - *GB Crim-Natl Basic ID Requirements*
5. Conduct the identity check.
  - The employer should sign the Attestation in the *GB Crim-Natl Basic ID Requirements* document, and upload this signed document.
6. Review the subject's completed consent and Data Form:
  - Make sure the appropriate pages on the *GB Crim-Natl Basic Data Form* are fully completed before loading into the portal. Incomplete information will cause delays.

Provide the subject with instructions on submitting the Consent and the Data Form. Be specific about whether the subject should submit them to your company and you will upload them into the ordering portal, or if the subject should load them into the portal themselves.

## Results

The subject will need to provide consent for the processing of the Basic Disclosure. On the consent form, the subject has the option to consent for third party viewing of the electronic Certificate. The subject may also request a copy of the Certificate be mailed, by postal mail, to their current address.

- If there is no conviction history, the result will indicate "Completed".
- If the Certificate contains possible conviction history, any consent for third party viewing will automatically be voided. The subject will need to show the Certificate to the requesting party, or will need to provide access to the requesting party via the DBS Online service. Note that a result indicating possible convictions may still reflect a clear Certificate result, or convictions that are not relevant to the employment decision. Decisions should not be made without confirming the results on the Certificate copy.

Subjects can register with DBS to manage their electronic certificates. They may request text updates from DBS on the progress of the Basic Disclosure fulfillment, on the consent form. The subject must provide a mobile phone number to obtain the text updates.