

# United Kingdom Criminal (Basic Disclosure)

## Disclosure Scotland

| Basic Information  |                  |  |         |   |            |  |
|--|------------------|--|---------|---|------------|--|
| Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other – please specify : |                  |  |         |   |            |  |
| Forename   |                  | Middle Name(s)   |         | Surname   |            |  |
| Forename at birth  |                  | Surname at birth   |         | Surname used until (End date)   |            |  |
| Additional names   |                  |  |         |   |            |  |
| Have you ever been known by any other names? <input type="checkbox"/> No <input type="checkbox"/> Yes – If yes, provide details below:                                     |                  |  |         |   |            |  |
| 1  | Forename         | Middle Name(s)   | Surname | Name Used   | Start Date |  |
|  |                  |  |         |   | End Date   |  |
| 2  | Forename         | Middle Name(s)   | Surname | Name Used   | Start Date |  |
|  |                  |  |         |   | End Date   |  |
| 3  | Forename         | Middle Name(s)   | Surname | Name Used   | Start Date |  |
|  |                  |  |         |   | End Date   |  |
| Birth Details  |                  |  |         |   |            |  |
| Date of birth  |                  | Place of Birth (Town/City)   |         | Country of Birth  |            | Gender   |
|  |                  |  |         |   |            | <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other |
| Nationality at Birth   |                  | Current Nationality  |         | National Insurance Number   |            | Mother's Maiden Name   |
|  |                  |  |         |   |            |  |
| Personal Identification Details  |                  |  |         |   |            |  |
| Driver's Licence Number  |                  | Driver's Licence Type  |         | Driver's Licence Issue Date (as shown on your current driving licence document) |            |  |
|  |                  | <input type="checkbox"/> Paper <input type="checkbox"/> Photo card |         |   |            |  |
| Passport Number  |                  | Country of Issue   |         | Passport Issue Date   |            | Passport Expiry Date   |
|  |                  |  |         |   |            |  |
| Contact Information  |                  |  |         |   |            |  |
| Telephone number   |                  | Alternate phone number   |         | Email address   |            |  |
|  |                  |  |         |   |            |  |
| Current Home Address   |                  |  |         |   |            |  |
| Flat number/name   |                  | Building number/name   |         | Street name   |            |  |
|  |                  |  |         |   |            |  |
| Town/City  |                  | County/state/province  |         | Country   |            |  |
|  |                  |  |         |   |            |  |
| Postal/zip code  |                  | Dates of residence (from)  |         | Dates of residence (to)   |            |  |
|  |                  |  |         |   |            |  |
| Mailing Address (if different from Current Home Address)   |                  |  |         |   |            |  |
| Flat number/name   |                  | Building number/name   |         | Street name   |            |  |
|  |                  |  |         |   |            |  |
| Town/City  |                  | County/state/province  |         | Country   |            |  |
|  |                  |  |         |   |            |  |
| Postal/zip code  |                  | Dates of residence (from)  |         | Dates of residence (to)   |            |  |
|  |                  |  |         |   |            |  |
| Previous Home Addresses (past 5 years of address history)  |                  |  |         |   |            |  |
| 1  | Flat number/name | Building number/name   |         | Street name   |            |  |
|  |                  |  |         |   |            |  |
|  | Town/City        | County/state/province  |         | Country   |            |  |
|  |                  |  |         |   |            |  |
|  | Postal/zip code  | Dates of residence (from)  |         | Dates of residence (to)   |            |  |
|  |                  |  |         |   |            |  |

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### Previous Home Addresses (past 5 years of address history) *(continued)*

|   |                  |                           |                         |
|---|------------------|---------------------------|-------------------------|
| 2 | Flat number/name | Building number/name      | Street name             |
|   |                  |                           |                         |
|   | Town/City        | County/state/province     | Country                 |
|   | Postal/zip code  | Dates of residence (from) | Dates of residence (to) |
| 3 | Flat number/name | Building number/name      | Street name             |
|   |                  |                           |                         |
|   | Town/City        | County/state/province     | Country                 |
|   | Postal/zip code  | Dates of residence (from) | Dates of residence (to) |
| 4 | Flat number/name | Building number/name      | Street name             |
|   |                  |                           |                         |
|   | Town/City        | County/state/province     | Country                 |
|   | Postal/zip code  | Dates of residence (from) | Dates of residence (to) |
| 5 | Flat number/name | Building number/name      | Street name             |
|   |                  |                           |                         |
|   | Town/City        | County/state/province     | Country                 |
|   | Postal/zip code  | Dates of residence (from) | Dates of residence (to) |
| 6 | Flat number/name | Building number/name      | Street name             |
|   |                  |                           |                         |
|   | Town/City        | County/state/province     | Country                 |
|   | Postal/zip code  | Dates of residence (from) | Dates of residence (to) |

### Criminal Convictions

Please use this section to provide details of any unspent convictions you have, including any driving offences that resulted in a ban. These are convictions which are not yet considered spent under the terms of the Rehabilitation of Offenders Act 1974. For more information, please click [here](#).

Do you currently have any unspent criminal convictions? ☐ No ☐ Yes – If yes, provide details on ALL unspent criminal convictions:

Details :

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### Upload Identity Documents

Please upload at least two forms of identity documents. If possible, at least one should be photographic. The documents uploaded should provide confirmation of your Name, Date of Birth and Current Home Address.

**NOTE:** If you do not have a scanner, you could try taking photos of your identity documents or proof of current address with your smartphone. However, the image **MUST be clear, legible and show all four corners of the full page of the documents.**

#### Proof of Name and Date of Birth

- ☐ Copy of Passport
- ☐ Copy of National ID Card
- ☐ Copy of Driver's Licence\* (if you upload a Driver's Licence, then you do not need to upload a second document as the Driver's Licence will contain all of the details required).
- ☐ Copy of Birth Certificate

#### Proof of Current Address (issued in the last 3 months)

- ☐ Copy of Utility Bill
- ☐ Copy of Bank, Mortgage or Credit card statement
- ☐ Copy of Vehicle Registration Document
- ☐ Copy of Council Tax Statement
- ☐ Copy of Employer Letter

### Declaration of Applicant


I understand that Sterling has been engaged to undertake a Basic Disclosure on my behalf through Disclosure Scotland. I consent to Sterling and its agents in making such applications to Disclosure Scotland, and including the results as a part of my Employment Screening.

I understand that information I have supplied on this form and on the Disclosure to which this relates may be passed to other UK Government organisations and law enforcement agencies for the purpose of checking my application and completing the details required on the Disclosure.

I confirm that I give my consent for this to be done.

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 Sterling and Disclosure Scotland to verify the particulars given and also to inform Sterling and Disclosure Scotland of any alterations in these particulars.

I understand it is a criminal offence to make an untrue statement to help obtain a Disclosure. The work of Disclosure Scotland includes checking that my details are genuine and I consent to such checking.

|                                  |   |
|----------------------------------|---|
| Signature of applicant           |  |
| Name of applicant (please print) |   |
| Date (DD-MMM-YYYY)               |   |