

Guidance on completion.

The following is information on how to complete your basic Disclosure application form:

All entries to be completed in **BLACK** ink only using **CAPITAL** letters. Only write in the **WHITE** areas of the form, do NOT mark any other area of the form.

Part A:

(Type of Application).

The box marked Basic Disclosure must be crossed.

Part B:

Personal Details.

B1	(Title) - e.g. Mr; Mrs; Miss; etc. Examples of other may include Reverend etc.
B2	(Surname) - This must be your current surname.
B3/4	(Forenames) - This must include all of your forenames.
B5-7	(Name at Birth) - This section only to be completed where the information is different to that given at sections B2-B4 for whatever reason e.g. marriage, adoption (where known); change of name by deed poll etc. If you were adopted before the age of eight it is not necessary to provide your name at birth.
B8-11	(Other Names) - This section should only be completed if you are or have been known by different names not covered by B2-B4 and / or B5-B7.
B12	(Date of Birth) - This should be your date of Birth in the format: 24/12/1986.

Birth Details.

B13	(Gender) - Mark only one box.
B14	(Town of Birth) - This should be the postal town e.g. Eccles, Manchester. If you are adopted you only need enter the country that the adoption certificate was issued.
B15	(Mother's family name) - This should be your mother's maiden name.

Birth Certificate.

B16	DO NOT COMPLETE THIS FIELD. Information no longer required.
B17	(Certificate number / issue date) - Complete the issue date if known.
B18	(This is the name of the district that the birth certificate was issued in, e.g. Midlothian. This should be provided wherever possible. If you are adopted you only need enter the country that the adoption certificate was issued.
B19	(Registration sub-district) - An example of this would be Edinburgh, Midlothian. This should be provided wherever possible. If you are adopted you only need enter the country that the adoption certificate was issued.

Additional Information.

	Please note, not all forms of Identification are required, please give as much detail as possible where available. You should attempt to provide at least <u>2</u> forms of identification.
B20	(National Insurance Number) - This information can be found in many places including a P45, your payslip & passport.
B21/22	(Full passport No/Issue Date) - This is a nine digit number & can be found on the back inside page of a full UK or European Passport. The date of issue can be found on the same page. If you do NOT hold a passport leave this section blank.
B23	(Nationality) - Indicate whether you are a UK citizen or other.
B24/25	(Driving Licence No.) - This comprises a sixteen letter and number combination and must be entered in FULL.

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B26	(Previous Disclosure Number) - Only enter if you have rec'd a previous Disclosure from DISCLOSURE SCOTLAND.
B27	(Unspent Criminal Conviction) - This is for Standard or Enhanced Disclosures only. Do not Mark this section.
B28	(Home Telephone Number) - Enter your FULL number including STD Code.
B29	(Fax Number) - Give this number if possible.
B30/31	(e-mail address) - Give this if possible.
B32-38	(Home Address) - This must be your current address and include the date that you moved in. This will be the address that your Disclosure will be sent to.
B39-59	(Home address History) - This section is used to record all of your previous addresses if you have not lived at your current address for the last <u>5</u> years. You MUST include 5 years of continuous addresses with NO GAPS.
B60	This section should read <u>5</u> years & not ten. If you have lived at more than 4 addresses in the last 5 years you should mark the box with an X and continue on a separate sheet of paper, the information should be entered to the sheet in the SAME format as on the Disclosure application form e.g. line by line. Do NOT use a photocopy of the original form. Do not leave any gaps in dates. A gap of only 1 day in five years with no address shown will lead to your application being delayed.

Part C - Countersignature.

C1-27	Do not enter any information onto this section.
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Part D - Payment.

D1-9	Do not enter any information on this section. Life Opportunities will make this payment on your behalf.
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Part E - Declaration.

E1	You must confirm that you are happy for the Disclosure search process to be carried out by adding an X to the box.
E2	You must include your signature and the date.

You must supply a minimum of 1 copy of a utility bill or similar, that confirms your current address and a photocopy of your passport, driving licence or birth certificate.

Please do **NOT** send valuable **original** documents without first being asked to do so by ourselves.

The completed form must then be returned to:

Check Your Record, Haldon House, 223 Monton Road, Eccles, Manchester. M30 9PN