

FACTSHEET



How to fill out a DS form

FS 15

Introduction

This factsheet is designed to assist in filling out a Disclosure Scotland (DS) Disclosure Application Form. It is a requirement of SSAGO membership that everyone has a satisfactory criminal records check.

The Policy Document

Those unsure as to the procedures of DS forms or wishing to get hold of one to fill in should check the 'Child Protection' Policy Document found in the resources section of the SSAGO website.

The DS Form

The form needs to be filled out in black pen in block capitals. Only one letter or number should be entered into any one box. An empty box should be left between words but not within telephone numbers. Keep all writing, including signatures within the relevant boxes. Make selections with a cross (X) rather than a tick. Do not cross through any field, or write 'not applicable' simply leave it blank if it does not apply.

Part A

A1) Tick Enhanced

Part B

B1) Select the title relating to yourself

B2) Fill in your surname

B3) Fill in your forename (including your middle name)

B5) Enter mother's maiden name

B6) Don't forget to check a box

B7-B13) Fill in as appropriate if the answer to B6 was 'Yes'

B14/15) Enter your DOB and gender

B16) Enter your town of birth

B17) Enter the district of B16

B18) Enter your country of birth

Additional Information

B19-B24) Fill in the details of the evidence you are providing (and don't forget to check the relevant boxes).

B25) The disclosure number can be found at the top right of a disclosure certificate. If you have more than one disclosure use the number from the most recent.

Contact Information

B26-29) Whilst this is not compulsory to be completed if this is left blank and Disclosure Scotland need to make contact with you this may delay your application.

Current address

Make sure the sections in yellow are completed with your current address. This is where your disclosure certificate will be delivered to. This should be your term time address wherever possible. Clearly mark in the blue space around this entry that this is your 'term-time address'.

If you do enter your term-time address here then your home address MUST be entered into the address history. Mark clearly in the blue space around this that this is your 'permanent address'.

B34/35) Ensure you enter the date when you moved to the address. This must be at least the year that you

moved even if the exact date and month are missing.

Address history

B37-57) If you have lived elsewhere within the last 5 years, enter details of it here. Make sure 5 years are covered with the most recent given first. If the space is not large enough check B58 and continue onto a separate sheet of paper.

The continuation sheet for previous names and addresses for use with a DS form can be found at <http://www.scoutbase.org.uk/library/hq/docs/facts/pdfs/dsc.pdf>

Part C

Sign and date section C1/C2. Ensure that your signature remains within the box.

Parts D and E

These two parts should remain blank. Volunteers are not required to pay for their applications and Part E is for HQ use only.

Identification required

There are 3 combinations of ID that can be provided:

1. 1 document from group 1, plus 2 from Group 2
2. 2 documents from Group 1 plus 1 from Group 2
3. 3 documents from Group 2*
- 4.

*This option should only be used when photo ID is unavailable.

Group 1 is a form of photo ID, preferably a passport and/or driving licence but can include a Travel Pass or Student Card

Group 2 is any other non-photo ID such as a birth certificate, TV licence, household bill, bank statement etc.

Further Information

Any questions regarding DS forms should be directed to the Members' Officer (members@ssago.org.uk)