**What information will I be required to include on my Disclosure form?**

In completing the form you are required to include:

* **Your full name, and any other name that you may have been known by**
* **Details of addresses where you have lived during the past five years**
* **Your date and place of birth**
* **Your national insurance number**
* **In addition, you will be required to provide personal identification documents, including items such as your passport and/or driving licence**

The information requested is required by the DBS to ensure that they are able to confirm and verify your true identity and current address. You should note that in providing this service the DBS and The Scout Association are committed to compliance with the Data Protection Act. This means that any personal information submitted will be protected. For more information about Data protection, please see the link in the menu area.

**What happens when I have completed my Online Disclosure application form?**

Your application will then be submitted to the DBS electronically via a secure Home Office portal and once completed you will receive a paper disclosure certificate in the post from the DBS.

**Can I challenge the information on my Disclosure if it is incorrect?**

Yes. If you believe the personal information on your Disclosure is incorrect, please contact the DBS on 03000 200 190 and select option 2. You should also advise The Scout Association if you are disputing the information on your certificate so they are aware of additional delays in seeing your certificate.

**YOU MUST BRING Sufficient documents with you to process your application- we cannot process anyone without these**

**Please see below which documents are acceptable**

**Route 1**

The applicant must be able to show:

* one document from Group 1, below
* 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant’s current address.

**Route 2**

If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:

* one document from Group 2a
* 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant’s current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

**Group 1: Primary identity documents**

| **Document** | **Notes** |
| --- | --- |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence photocard - (full or provisional) | UK, Isle of Man, Channel Islands and EU |
| Birth certificate - issued within 12 months of birth | UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

**Group 2a: Trusted government documents**

| **Document** | **Notes** |
| --- | --- |
| Current driving licence photocard - (full or provisional) | All countries outside the EU (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) - paper version (if issued before 1998) | UK, Isle of Man, Channel Islands and EU |
| Birth certificate - issued after time of birth | UK, Isle of Man and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

All driving licences must be [valid](https://www.gov.uk/driving-nongb-licence).

**Group 2b: Financial and social history documents**

| **Document** | **Notes** | **Issue date and validity** |
| --- | --- | --- |
| Mortgage statement | UK or EEA  | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands or EEA  | Issued in last 3 months |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK or EEA  | Issued in last 3 months |
| Financial statement, for example pension or endowment | UK | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Work permit or visa | UK | Valid up to expiry date |
| Letter of sponsorship from future employment provider | Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility bill | UK - not mobile telephone bill | Issued in last 3 months |
| Benefit statement, for example Child Benefit, Pension | UK | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC  | UK and Channel Islands | Issued in last 3 months |
| EU National ID card | - | Must still be valid |