



## **Disclosure Application Form for Scotland**

Please read this in conjunction with the enclosed Notes on Guidance issued by the Central Registered Body in Scotland (CRBS). The Notes on Guidance give information on how to complete all sections of the Disclosure Application form however you and your verifier should only complete those parts we detail below.

Please note that mistakes may not be corrected; if a mistake is made, it is necessary to complete a new form. Please, therefore, read the instructions carefully before starting.

Black ink must be used.

Please do not use any correction fluid.

### Disclosure Application

- You, the applicant, must complete: Parts A and B in full; only lines C1 and C2 of Part C; Part E in full. Part D should not be completed. A Disclosure Application Cover Sheet (Note F) is no longer required.
- The CAS and CRBS will complete the rest of the Disclosure Application form.
- The verifier must not complete any part of the Disclosure Application form.
- For those in a paid position a fee of £13.60 applies; if your role is a paid one please enclose a cheque made payable to 'Disclosure Scotland'. The cheque must be written in black ink.

### Churches' Agency for Safeguarding (CAS) Form

- A CAS Form may be enclosed with this letter. If no CAS Form is enclosed please obtain one from your denomination. The CAS Form should be completed, signed and dated by the verifier, and then signed by the applicant.

### Documentary Evidence Sheet for Scotland (DESfS)

The verifier (who must be someone appointed as such by each denomination) must check at least two documents. The documentation seen must verify both the applicant's physical identity and current address. The verifier must complete the Documentary Evidence Sheet for Scotland to show which documents he / she has checked. The verifier must ensure that the applicant's name and Form Reference number (found under the bar code in the top right hand corner of the Disclosure Application Form) are entered on the Documentary Evidence Sheet. They must sign and date the DESfS and print their name.

**Once the application has been completed, please forward it to:  
The Churches' Agency for Safeguarding, 25 Marylebone Road, London, NW1 5PX**

Should you have any queries please contact **Olu Oduko (0207 467 5280)** or **Yvonne Mercer (0207 467 5265)** at the Churches' Agency for Safeguarding.