

# THE SCOUT ASSOCIATION

## Disclosure Scotland (DS)

HQ Guidance notes for the completion of application forms.

**FOR ISSUE TO SCOUT OFFICIALS  
PROCESSING OR SUBMITTING  
DS APPLICATIONS**



**MAY  
2007**

### HQ GENERAL ADVICE AND INFORMATION for DS applications that begin with barcode No 002...

- **N.B. HQ no longer uses the CRBS! HQ can now obtain Disclosures directly from Disclosure Scotland in Glasgow.**
- **Therefore, immediately discard all old stocks of DS application forms that begin with barcode No 003.**
- **Also discard all old associated HQ leaflets bearing a version date of Nov 2005.**
- **Newly designed DS applications that begin with barcode No 002 must be used forthwith.**
- **Old 003 barcoded applications will now be rejected at HQ!**
- **N. B. See below re the introduction of a new Returns Form TSA 10 which must be used with new 002 applications forms.**
- Yellow fields in the blue part of the new DS application form are mandatory, **except Line D3** as volunteers do not pay!
- Ensure all applicants are given a copy of a new HQ leaflet entitled, *"Disclosure policy and procedure for volunteer roles."*
- HQ recommends that applicants be aided in the completion of the application by specifically assigned Scout personnel.
- Application forms may now be completed in either **blue or black ink only.**
- Applicants must use **BLOCK CAPITALS** when completing a DS application.
- **The CAPITALS must be legible!** H's must not be mistaken for M's, D's for O's, 5's for S's, N's for W's, and V's for U's, etc.
- Do not permit the use of felt tip pens as the ink will seep through and spoil the sheet behind or underneath.
- Neatly score a line through errors and insert an adjacent correction, provided there are sufficient vacant cells remaining.
- Correction fluid, if used sparingly, is now permitted. Do not use sticky labels or staples. Do not submit creased or stained forms.
- Enter all dates so that they comply with the "watermark" formats, e.g. MM YYYY, etc.
- HQ designed **DS Continuation Sheets** are available for use when there is insufficient space for all the applicant's details.
- Do not send completed Application Forms direct to Disclosure Scotland! They must all go via the District (or the Area/Region, as the case may be) to: **The Scout Association, Records Department, FREEPOST SW205, London E4 7BR.**

### ADVICE SPECIFIC TO THE PARTS OF THE APPLICATION FORM.

- Ensure that applicants **do not omit names** that they do not use or like but which nevertheless appear on ID documents.
- **Where an applicant's ID documents show a forename in full**, e.g. James, Patricia, Rodney, Richard, Lesley, etc., **do not accept forename abbreviations or nicknames on the application**, e.g. Jim, Patsy, Rod, Dick, Les, etc., **unless the full name is also entered as a "Different Name" in B6.**
- It is imperative that the correct spelling of all forenames/surnames are entered, e.g. Jeffrey/Geoffery, Ian/Iain, Huw/Hugh; Humphreys/Humphries, Reed/Reid, Stuart/Stewart, etc. Do not guess any spelling. It may result in a major mis-identification!
- **Line B13:** Enter an **"X"** if a continuation sheet has been completed.
- **Line B14:** Ensure that the date of birth recorded here matches that recorded on an ID Document!
- **Lines B19-24: It is mandatory for at least one item to be completed!**
- **Line B25:** If available, enter the **most recent DS Disclosure Reference No** issued to the applicant. **N.B.** A former DS Disclosure is not considered evidence of identity, and is not to be regarded as fulfilling one of the items requested in relation to lines B19-24.
- **Lines B30-36:** This address is the one to which an applicant's Disclosure will be delivered.
- **Lines B37-57:** Ensure that a **5 year address history**, a full 60 months, is provided.
- **Line B58:** Enter an **"X"** if a continuation sheet has been completed.

- **Lines C1-2:** The applicant must sign and date these boxes, respectively. Please ensure that the signature is wholly contained within the box or the application will be rejected.

- **DO NOT COMPLETE THIS PART! Leave it alone.**

- **DO NOT COMPLETE THIS PART! Leave it alone.**

### THE TSA RETURNS FORM (TSA 10)

- **Due to the changeover from CRBS to DS, you must immediately discard all stocks of former Returns Form TSA 09.**
- **Returns Form TSA 10 must now be used in conjunction with 002 barcoded DS applications!**
- In the absence of either a Returns Form or the reply name and address of a "Returns Person" on the back of it, Scout HQ will reject the application and return it to the applicant.
- Upon receipt of an application and the completion of Scout HQ's Confidential Check procedures, the Returns Form will be endorsed at HQ and despatched back to the Returns Person. This is known as the HQ initial check.
- **Applicants must not commence any role until a "Nothing to Report" HQ initial check has been received.** Only after its receipt may the applicant be used in a supervised role pending the arrival of the final check, the DS Disclosure itself.

### IDENTITY DOCUMENTS THAT MUST BE CHECKED AND ENTERED ON RETURNS FORM (TSA 10).

- **To prevent collusion, HQ instructs that the Scout Official checking ID documents must not be related to the applicant.**
- Local Scout Officials undertaking identity checks must ensure all necessary measures are taken to satisfy the applicant's correct: **full name, and date of birth, and current home address.**
- In accordance with DS guidelines, HQ recommends that a **minimum of 3 documents** be inspected, one of which, where possible, should be photographic. Where applicable, ID documents, e.g. gas bill, must be the most recently issued.
- Consequently, the Local Scout Official must only **check original documents** and record on Form TSA 10, either:
  - a) **1 x photo ID** (e.g. a passport, etc.) **and 2 x non-photo documents** (e.g. gas & electricity bills); **or**
  - b) **2 x photo ID** (e.g. a passport & photo driving licence etc.) **and 1 x non-photo document** (e.g. TV Licence); **or**
  - c) **3 x non-photo documents** (e.g. birth certificate, bank and credit card statements) **but only when photo ID is unavailable.**