

Disclosure Scotland

Scout Association Returns Form



TSA 10
MAY
2007

N.B. This form must only be used in conjunction with Disclosure Scotland applications obtained from HQ which begin with the bar code No 002 ...



Date stamp of Scout HQ

NAME OF APPLICANT		APPLICATION BAR CODE No.	IDENTITY DOCUMENTS			ROLE & SCOUT MEMB. No.	GROUP, DISTRICT OR AREA/REGION	SCOUT HQ USE ONLY			
			GROUP 1 PHOTO ID	GROUP 2 NON-PHOTO ID				INITIAL CONFIDENTIAL ENQUIRY CHECK			
<ul style="list-style-type: none"> Enter forename(s) in lower case followed by surname in CAPITALS. N.B. If you intend to submit applications on behalf of: <ul style="list-style-type: none"> a) more than one District, or b) both an Area/Region and a District, then you must use a separate Returns Form for each District or Area/Region. 		<ul style="list-style-type: none"> Complete the Bar Code No. N.B. Only submit DS application forms that begin with the bar code No. 002 and which bear the name of The Scout Association in Part E on the pink back page. N.B. Do not submit a photocopied application form as each one bears a unique bar code No. 	<ul style="list-style-type: none"> You must check and enter below, either: <ul style="list-style-type: none"> a) 1 document from Group 1, plus 2 from Group 2, or b) 2 documents from Group 1, plus 1 from Group 2, or c) 3 documents from Group 2*, * Only when photo ID is unavailable may 3 documents from Group 2 be entered. 			<ul style="list-style-type: none"> a) Enter the role for which the applicant is applying or seeking to renew, e.g. BSL, GSL, Chairman, Treasurer, and b) Enter Scout Membership No., if held. 	<ul style="list-style-type: none"> For Group roles, enter the Group to which the applicant is applying, e.g. 1st Fordell, or For DC/ADC roles, enter the District, or For all higher roles, enter the Area/Region. 	An "X" indicates that an application has been rejected at Scout HQ	Result of Scout HQ Confidential Check		Initials of Scout HQ Confidential Assistant
			PASSPORT (Foreign or UK)	DRIVING LICENCE (photo type only)	OTHER PHOTO ID (e.g. Military ID, Police warrant card, Travel Pass, Student card, etc.)				Enter type of ID examined: e.g. birth certificate; TV licence; non-photo D/L; water, electricity, gas or telephone bills; bank, BS or credit card statements, etc.		
			Enter "X" as applicable	Please specify	Please specify						
1		002				a)					
						b)					
2		002				a)					
						b)					
3		002				a)					
						b)					
4		002				a)					
						b)					
5		002				a)					
						b)					
SUBMITTED TO SCOUT HQ BY		I, the undersigned, certify that the identification documents of each of the above applicants were checked in accordance with the requirements of Disclosure Scotland and to the best of my knowledge these documents were originals and genuine. I submit the above applications to Scout HQ for forwarding to Disclosure Scotland.									
Name <small>(PRINT forename & surname)</small>		Scout District			District No.		Date Signed				
Signature		Scout Area/Region			Area/Region No.		/ /20				
Appointment		Scout Memb. No.		You MUST send completed applications AND a TSA 10 Returns Form to: The Scout Association, Records Dept., FREEPOST SW205, London E4 7BR. To obtain the latest version of this form, further DS application forms or the latest fact sheets, leaflets and advice, etc., please contact the Information Centre on 0845 300 1818 or info.centre@scout.org.uk quoting Disclosure Scotland, or visit the web site: www.sbuk.org.uk/info.centre/catalog.php?cat=246							

Where an "X" is indicated in the left hand column, above, please resubmit an amended application together with a new Returns Form TSA 10.

If "Report to follow" is indicated, do not use applicant or decide suitability until receipt of report.

VITAL: ENTER YOUR REPLY NAME & ADDRESS DETAILS OVERLEAF!

DSRET

FOR USE BY SCOUT DISTRICTS & AREAS/REGIONS

THE SCOUT ASSOCIATION
RECORDS DEPARTMENT
FREEPOST SW 205
LONDON E4 7BR



SCOUT OFFICIALS - VITAL!

SEND YOUR COMPLETED DISCLOSURE APPLICATIONS DIRECT TO SCOUT HQ. USE THIS ADDRESS TO AVOID POSTAL CHARGES. THE ADDRESS BOX WILL FIT STANDARD "C4" WINDOW ENVELOPES.

FOR USE BY SCOUT DISTRICTS & AREAS/REGIONS



SCOUT OFFICIALS - VITAL!

PLEASE PRINT YOUR REPLY NAME AND ADDRESS

YOU **MUST** ENTER (AND CONFINE) YOUR REPLY NAME AND ADDRESS IN THIS BOX IN ORDER TO RECEIVE THE RESULTS OF THE (INITIAL) SCOUT HQ CONFIDENTIAL CHECK AND THE (FINAL) DS DISCLOSURE OF EACH APPLICANT.

FOR THE INFORMATION OF SCOUT DISTRICTS & AREAS/REGIONS

The vetting process of all leaders, assistants, etc., prior to interview and appointment, comprises of two stages:

1. **The HQ Confidential check - the initial check.**
This is notified upon your receipt of this Returns Form. It may be followed by an HQ Report to the applicant's DC (or AC/RC, as the case may be).
2. **The Disclosure Scotland check - the final check.**
This is notified upon your receipt of an "All Clear" letter from HQ, or by an "Adverse" letter sent to the applicant's DC (or AC/RC, as the case may be).

If, after despatch to HQ, no response is received to either:

- The HQ Confidential check via a Returns Form within **4 weeks of submission to HQ**, or
- The Disclosure Scotland check, within **8 weeks of the HQ Date Stamp on the front of a Returns Form**.

you may contact the Confidential Section at Scout HQ on 0845 300 1818, quote the applicant's full name and date of birth and request the matter be expedited.
