#### SCOTTISH STATUTORY INSTRUMENTS

### 2006 No. 521

#### **POLICE**

# The Police Act 1997 (Criminal Records) (Scotland) Amendment Regulations 2006

Made - - - - 26th October 2006
Laid before the Scottish
Parliament - - - - 1st November 2006
Coming into force - - 15th December 2006

The Scottish Ministers, in exercise of the powers conferred by section 112(1)(a)(1), 113A(1)(a)(2), 113B(1)(a)(3), 114(1)(a)(4) and 116(1)(a)(5) of the Police Act 1997(6), and of all other powers enabling them in that behalf, hereby make the following Regulations:

#### Citation and commencement

**1.** These Regulations may be cited as the Police Act 1997 (Criminal Records) (Scotland) Amendment Regulations 2006 and shall come into force on 15th December 2006.

#### Amendment of the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006

**2.** For the form set out in Schedule 2 to the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006(7), substitute the form set out in the Schedule to these Regulations.

<sup>(1)</sup> Section 112(1)(a) was amended by S.S.I. 2006/50.

<sup>(2)</sup> Section 113A was inserted by the Serious Organised Crime and Police Act 2005 (c. 15) (the "2005 Act"), section 163(2).

<sup>(3)</sup> Section 113B was inserted by the 2005 Act, section 163(2).

<sup>4)</sup> Section 114 was amended by the 2005 Act, section 163(3) and Schedule 14, paragraph 2 and S.S.I. 2006/50.

<sup>(5)</sup> Section 116 was amended by the 2005 Act, section 163(3) and Schedule 14, paragraph 3 and S.S.I. 2006/50.

<sup>(6) 1997</sup> c. 50. By virtue of section 126(3) of the Police Act 1997, as amended by the 2005 Act, section 166(2), in the application of Part 5 of that Act of 1997 to Scotland references to the Secretary of State must be construed as references to the Scotlish Ministers (except in sections 118(2A)(d) and 124A(1) and (2)). See section 125(1) for the meaning of "prescribed", as read with section 126(3).

<sup>(7)</sup> S.S.I. 2006/96.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

St Andrew's House, Edinburgh 26th October 2006

*CATHY JAMIESON* A member of the Scottish Executive

**SCHEDULE** Regulation 2



FOR OFFICIAL USE ONLY

- . PLEASE REFER TO THE ACCOMPANYING GUIDANCE NOTES AS YOU COMPLETE THE FORM.
- Please print in CAPITAL letters within the white boxes and do not make a mark on any other part of the form. We recommend you use blue or black ink.
- Applicants should complete PARTS A, B and C on pages 1, 2 and 3 of the form which are coloured blue. The Applicant may also have to complete PART D depending on whether or not they are paying for the Disclosure. Please check payment arrangements before completing PART D.
- Mandatory fields are highlighted in yellow, you must provide information in these fields or your application will be returned to you.
- . Please make a note of the Barcode Number at the top to assist with any future query.

	PART A Type of	Application (Rea	d Note A)			
A1	Basic	X Star	dard X	Enhanced X	Cross (X) one box only.	
	PART B Persona	Details (Read No	ote B)			
	Name(s)					
B1	Mr	X Mrs X M	s × Miss ×	Other		
B2	Present Surname					
В3	Present Forenames					
B4 B5	Mother's Maiden (or Family) Name					
B6	Are you now, have you ev	r been, or were you at	birth known by a differen	nt name? Yes X	No X If 'Yes', please enter the	details below.
B7	Surname					
B8	Forenames					
B9						
B10	Surname					
B11	Forenames					
B12						
B13	If you require more space	use a separate piece o	f paper and cross this b	ox.		
	Birth Details					
B14/	B15 Date of Birth	D D / M M /			Gender Male X	Female X
B16	Town of Birth					
B17	Registration District					
B18	Country of Birth					
	Additional Information					
B19	National Insurance No.					
B20/	B21 Full Passport No.				Is this a UK Passport? Yes	No X
B22/	B23 Driving Licence No.				Is this a UK Driving Licence? Yes	No X
B24	Electricity Supplier No.					
B25	Previous Disclosure No.					
			l			Page 1 of 4

ontact Deta	ails and Address History
Contact Information	Providing this information will enable Disclosure Scotland to contact you in the event of a query on your application.
Home Phone No.	
incl. Area Code	
Business/Mobile Phone No.	
incl. Area Code	
28 Email Address	
29	
Current Address	This is the address your Disclosure will be sent to.
Address (Number, Street)	
31	
Post Town	
33 County	
84/B35 Post Code	Resident From DDD / MM / YV Y
Country	(Year is the minimum required.)
(Blank II OK)	
Address History	Please provide your address history in the last five years. (Most recent first.)
Address (Number, Street)	
38	
39 Post Town	
40 County	
41/B42 Post Code	Resident From D. D. / M. M. / Y. V. V.
Country (Blank if UK)	(Year is the minimum required.)
Address Address	
(Number, Street)	
6 Post Town	
7 County	
48/B49 Post Code	Resident From (Year is the minimum required.)
Country (Blank if UK)	Towns of the state
Address (Number, Street)	
52	
3 Post Town	
54 County	
55/B56 Post Code	Resident From (Year is the minimum required.)
Country (Blank if UK)	
58 If you require more spa	ce use a separate piece of paper and cross this box.
you require more upon	Page 2 o

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Declaration and Payment

	PART C	Declaration	on (Read Note C	<b>-</b> )				
		Information you have supplied on this form and on the Disclosure record to which this relates may be passed to other Government organisations and law enforcement agencies.						
	I declare that is full and co to verify the WARNING I	I declare that, to the best and law enforcement agencies.  I declare that, to the best of my knowledge and belief, all of the information that I have given in connection with this application is full and correct in every respect. I undertake to supply any additional information that may be required by Disclosure Scotland to verify the particulars given and also to inform Disclosure Scotland immediately of any alterations in these particulars.  WARNING It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Disclosure. The work of Disclosure Scotland includes checking that all the information given is genuine.					cotland	
	By signing a	t C1 you are a	agreeing to the abo	ve conditions of appli	ication.			
C1/0		Applicant's Signature Date / /						
	forwarding t PART D blar	Standard and Enhanced Disclosures - If you, as the Applicant, are paying for this Disclosure, complete PART D before forwarding the form to the Registered Body for countersignature. If the Registered Body is paying for it on your behalf, leave PART D blank and forward the form directly to them.  Basic Disclosures - Applicants should complete PART D and send the form directly to Disclosure Scotland." (See Guidance Notes.)						ave
	PART D	Payment (	(Read Note D)					
D1	Is this applica	ation in respect	of a volunteer in the	voluntary sector workir	ng with children or adults	at risk?	Yes	No
D2	If this Disclosure is to be paid for by a Registered Body, the Registered Person should cross this box and complete this PART.							
D3	Method of	Payment						
	Registered B	ody Invoice	Cheque	VISA	Master Card	Switch		
		Maestro	Solo	Delta	Postal Order	Voucher		
	Please make ci	neques payable t	o 'Disclosure Scotland'.	We recommend the cheq	ue is completed in blue or b	olack ink.		
	Credit/Det	it Card Pay	ments					
D4	Card Number					This is the large number middle of your card. D		
D5	Expiry date	/						
D6	Issue Numbe	r I	fyour card has one.					
D7	Name of Cardholder							
D8/D	Signature Cardhold				Signature Date	1   1		
	Voucher P	ayments						
D10	Voucher Numb	er						
STANDARD AND ENHANCED DISCLOSURES - send completed application forms to the Registered Body countersigning your application								
BASIC DISCLOSURES - send completed application forms to: Disclosure Scotland, PO BOX No: 250, GLASGOW G51 1YU								
	FOR DISCLOSURE SCOTLAND USE ONLY. DO NOT WRITE BELOW THIS LINE							
	Correct Payment Amount • Sort Code  Account Number Cheque Number  Other							
	Initials							
_				3				Page 3 of 4

Document Generated: 2023-06-30 **Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Ca	Countersignature					
This section to be completed by a Registered Person only.						
		tersignature (Read Note E)				
	Applications for Standard and Enhanced Disclosures need to be countersigned by a Registered Person. At E2 as much detail as possible should be provided for the position in the organisation. For applications for Enhanced Disclosure the information provided here may be used by a Chief Constable to determine the relevance of non-conviction information to the role.					
E1	Role Details Organisation					
E2	Name Position					
E3	Applied For					
	Will the work be carried	d out at the Home Address of the Applicant?	Yes X	No X		
_	Exempted Questio	on/Prescribed Purpose				
E5			Yes X	No X		
E6	As Registered Person, o	do you confirm that the certificate is required for a Prescribed Purpose?	Yes X	No X		
-	List Searches	are a search of the Liste of Individuals Discussified from West in south Ohit Inno	Vac	No X		
E7			Yes X	No X		
E8			168	INO V		
E9	Registered Body D Registered	Petalis				
	Body Name Registered					
E10	Body Code					
E11	Registered Person Name					
E12	Registered Person Code					
Eac	Confirmation of Identity  The Registered Person must satisfy themselves as to the identity of the Applicant. It is recommended that at least three forms of identity are checked, if possible, at least one should be photographic. These should confirm the name, the date of birth and the current Home Address of the Applicant. Cross the appropriate boxes below to confirm what has been checked.  Driving Licence  Driving Licence					
E13	Birth Certificate X	Passport (with photograph) (without photograph) Other X				
E14	ii Other theri pietise s	state the other form of identification seen.				
	Authentication					
E15	Reference No.					
	Umbrella Body De					
		pplication on behalf of another organisation, please supply the name of that organisation here.				
E16	Organisation Name					
	Registered Person	Declaration				
	As Registered Person, I declare that, to the best of my knowledge and belief, all of the information that I have given in connection with this application is full and correct in every respect. I undertake to supply any additional information that may be required by Disclosure Scotland to verify the particulars given and also to inform Disclosure Scotland immediately of any alterations to these particulars.					
	WARNING It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Disclosure. The work of Disclosure Scotland includes checking that all the information given is genuine.					
E17.	E18 Countersignature	PLEASE KEEP SIGNATURE WITHIN BOX				
	The signature you supply here will be checked against the sample you supplied on the Registration application.					
1		Ц		Page 4 of 4		

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

#### **EXPLANATORY NOTE**

(This note is not part of the Regulations)

These Regulations amend the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006 by substituting a new application form for that previously prescribed in respect of applications for criminal conviction certificates, criminal record certificates and enhanced criminal record certificates under Part 5 of the Police Act 1997.