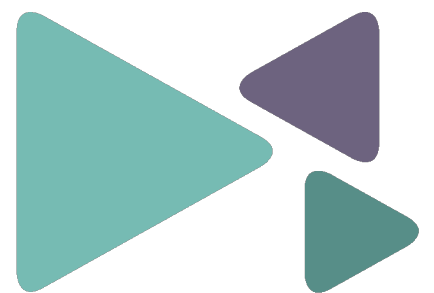


**Disclosure  
Scotland  
Standard  
Check  
Guidance**



disclosure  
services

Expert Support. Informed Clients. Clear Decisions.

## Disclosure Scotland Standard Check Guidance

### What is a Disclosure Scotland Standard Check?

A Disclosure Scotland Standard Check is a criminal record check for people working in specific roles or settings in Scotland.

### What does a Disclosure Scotland Standard Check cover?

This type of check covers any unspent criminal convictions, relevant spent convictions, unspent cautions and information from the sex offenders register. Applications for Standard disclosures will be processed according to Scottish law under Section 5 of the Rehabilitation of Offenders Act 1974 titled 'Rehabilitation Periods for Particular Sentences'.

### Who is entitled to a Disclosure Scotland Standard Check?

A Standard disclosure is used to help employers make sure their employees are suitable for certain types of work.

It can apply to people who:

- Administer the law, such as solicitors or court workers
- Use firearms and explosives licences
- Work as accountants
- Work as actuaries

### How do you apply for a Disclosure Scotland Standard Check?

An individual cannot apply for a Disclosure Scotland Standard Check themselves, this must be applied for by the organisation the individual is working for.

If registered with Disclosure Services, the employer would need to request paper application forms which are required to be filled out by the applicant. The employer needs to check the three ID documents and fill out their part of the paper application form before returning to Disclosure Services.

If the organisation is not currently registered with Disclosure Services, you can register for free by navigating to our **Contact Us** page and selecting the 'New Customers' option:

The screenshot shows two main navigation options on the Disclosure Services website:

- Have a question? Send an enquiry**: This option includes a sub-headline and a paragraph: "If you are a new customer or an existing registered client and you'd prefer to ask a question by email, please get in touch." Below this is an orange button labeled "Send enquiry". To the right of the text is an image of three people sitting on a sofa.
- New customers More information**: This option includes a sub-headline and a paragraph: "For customers new to Disclosure Services who have an interest in registering to start using our services." Below this is a red-bordered button labeled "New customers". To the right of the text is an image of a laptop displaying a login form with fields for "User name" and "Password".



Disclosure Services  
Ellice House  
Ellice Way  
Yale Business Village  
Wrexham  
LL13 7YL

 [info@disclosureservices.com](mailto:info@disclosureservices.com)

 [www.disclosureservices.com](http://www.disclosureservices.com)

 01978 510100

