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GUIDE

Apply for basic disclosure

Last updated: 15 March 2017

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Apply for basic disclosure

You can apply for a basic disclosure online or by completing a paper form.

Apply online

Before you start

You must do your own basic disclosure application.

To use the online system your address must be in the UK. If you live outside the UK you must apply using a paper form.

Supporting information for your application

The application system times out if you haven't done anything in it for 20 minutes, so it's best to get everything you'll need ready before you begin.

You'll need the following information to hand before you start your online application:

- Your address details for the past 5 years
- Your National Insurance number
- pen and paper/printer to note down your reference number at the end of the process

You'll need to supply a copy of one piece of personal ID which includes your date of birth, such as your:

- passport
- driving licence
- birth certificate
- National Identity card

You'll also need to supply a copy of one of the following, which includes your current address:

- utility bill (gas, electric or landline telephone)
- rental agreement/mortgage (must be typed not handwritten)
- current bank statement
- doctor's letter

You'll need to upload copies of these documents as part of the application process or email them separately. There is a maximum filesize of 1 MB per file. Files bigger than this will not be accepted.

If you can't upload or would prefer to email your document copies, do this after you have completed the online application. Please don't send originals as they won't be returned.

You can:

- Email copies to info@disclosurescotland.gsi.gov.uk
- Fax them to 03000 2000 50
- Post them to: Disclosure Scotland, Basic EHU, PO Box 250, Glasgow, G51 1YU

Remember to include your 18 digit case reference number.

Payment

You'll need to pay an application fee of £25. Make sure you have a credit or debit card ready for this.

APPLY NOW

Apply using a paper form

If you can't apply online or live outside the UK, you can [apply using a paper form](#).

NEXT

[After you apply](#)

PREV

[Overview](#)

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