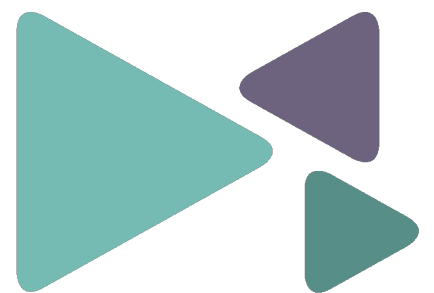


**Disclosure  
Scotland  
Basic Check  
Guidance**



disclosure  
services

Expert Support. Informed Clients. Clear Decisions.

## Disclosure Scotland Basic Check Guidance

### What is a Disclosure Scotland Basic Check?

A Disclosure Scotland Basic Check is a criminal record check for people working in Scotland. People working in Northern Ireland can also request this type of check.

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

This type of check covers any unspent criminal convictions. Applications for Basic disclosures will be processed according to Scottish law under Section 5 of the Rehabilitation of Offenders Act 1974 titled 'Rehabilitation Periods for Particular Sentences'.

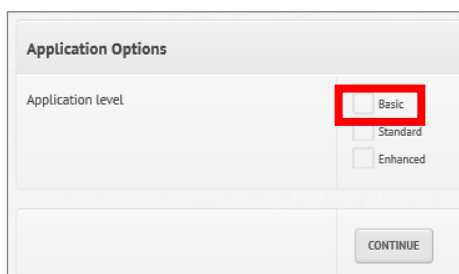
### Who is entitled to a Disclosure Scotland Basic Check?

Any individual working in Scotland can carry out a Disclosure Scotland Basic Check. A higher-level check may be required if the applicant is working or volunteering in a specified setting or carries out regulated activity.

There are several reasons why an applicant may need a Disclosure Scotland Basic Check such as;

- Employment
- Visa
- Personal Alcohol Licence
- Character Reference/Background

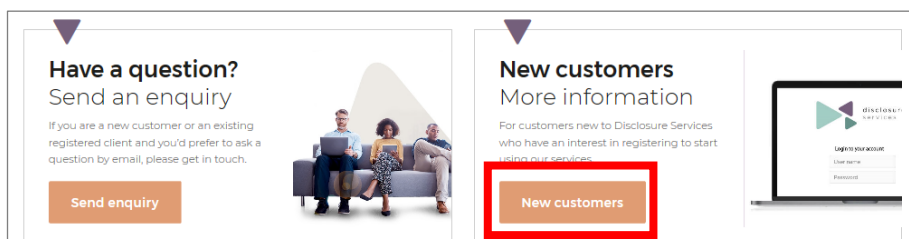
### How do you apply for a Disclosure Scotland Basic Check?



The screenshot shows a form titled 'Application Options'. Under the heading 'Application level', there are three radio button options: 'Basic', 'Standard', and 'Enhanced'. The 'Basic' option is selected and highlighted with a red box. A 'CONTINUE' button is visible at the bottom right of the form.

If registered with Disclosure Services, the employer would need to log in to their online portal and select basic on the application level option

If not currently registered with Disclosure Services, your organisation can register for free by navigating to our contact us page and selecting the 'New Customers' option:



The banner is divided into three sections. The first section on the left is titled 'Have a question? Send an enquiry' and includes a 'Send enquiry' button. The middle section is titled 'New customers More information' and features a 'New customers' button highlighted with a red box. The right section shows a laptop displaying a login screen with the text 'Log in to your account' and fields for 'User Name' and 'Password'.



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