

Disclosure Application Guidance Notes

Attached you will find the Disclosure application form that you are required to complete.

ORR complies with the Disclosure Scotland Code of Conduct.

You are required to complete the following sections on the application:

- Part A – Please tick 'basic' disclosure.
- All sections in part B of the disclosure application, **ensuring that the ORR office address is provided in section B30**

**(ORR, Human Resources Department,
One Kemble Street,
London, WC2B 4AN).**

- **In additional information section (B19 –B23) at least one field need to be completed**
- **In section B35 - 'Resident From' – Please put today's date.**
- For sections B37-B57, please provide details of your address history for the last 5 years, using a separate sheet of A4 paper if necessary
- Ensure you have signed part C of the form.
- Once complete the form will need to be returned promptly to:

ORR,
Human Resources Department,
One Kemble Street,
London,
WC2B 4AN.

Once the form is returned to us, we will complete parts D & E and send the form to Disclosure Scotland with the copies of the documents you provided us.

A Disclosure certificate will form part of your employment checks and will be stored securely in line with ORR's data protection policy, (a copy of which is available on request).

You are required to provide copies of following documents, to confirm your ID and your right to work in the UK:

- Valid passport/photo identity card (EU countries only) or Original UK Birth Certificate

At least two other forms of ID from the following (one MUST show your current address):

- UK Driving Licence (either photo card or paper)
- Proof of your National Insurance Number (P45, P60, a payslip or a letter from a Tax Office or DSS which is no more than 6 months old)
- Official documents containing your current address (bank/credit statements, utility bills, benefit books etc)

If you have changed your name, the following will be required:

- Marriage Certificate (married women only) or documentary proof of any other formal name changes (Deed Poll, Divorce certificates etc)

NB: Please note any documents not printed in English must be accompanied with an official translation