

SAVA Scheme

How to apply for your Basic Disclosure

All applicants must obtain and provide us with the original copy of a basic level criminal record disclosure. The document will advise us of any unspent criminal convictions that you may have. Our rules on the date of your disclosure are as follows:

- If you are a new applicant to the SAVA Scheme, we can accept a disclosure that is up to 1 year old
- Please send the original copy to us as part of your application and we will return it to you once we have completed the registration process.
- Alternatively, we can accept a colour copy of your disclosure if this has been authenticated by your employer or a person who is of good standing in the community as a true image of the original.

An example of this could be an MP, teacher, social worker, employee of the police or courts service. An email from the person authenticating the disclosure sent directly to membership@nesltd.co.uk would be acceptable along with a scanned colour copy of your disclosure. Please note we cannot accept authentications from a person who is a friend or relative. All scanned/paper copies must be of good enough quality for us to read all of the information and all pages must be sent.

If you need to order a new disclosure, please follow these steps:

- Go to <http://www.disclosurescotland.co.uk>
- Click on 'Apply Online'
- Follow the instructions and apply online for your basic disclosure – the cost is £25
- Please ensure you read the 'Notes' before applying
- If you have lived at your address for less than 12 months or you are not included on the published electoral register you will need to apply for a paper application form by contacting Disclosure Scotland on 0870 609 6006 or via the website
- Please ensure that you DO NOT state that we are your employer.
- Make sure you make a note of your reference number as you will need this to track your disclosure
- The disclosure should take 10-14 days to arrive

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Criminal Record Disclosure Authentication Document

All applicants must obtain and provide us with the original copy of a basic level criminal record disclosure or an authenticated colour copy.

This document has been provided to you to help with the authentication of your criminal record disclosure.

In order for us to accept an authenticated disclosure the document must be:

- Within the correct age band (see below)
- A full colour copy
- Authenticated by an employer or person of good standing in community (e.g. teacher, doctor, police officer). The authenticator cannot be a friend, family member or yourself. We require the statement to read that the authenticator has “seen the original document and that the colour copy is a true likeness of the original”

Age band requirements

- Where the assessor is an existing member the disclosure must be under 3 years old.
- Where the assessor is a new member the disclosure must be under 1 year old at the point of application.

The SAVA Scheme can accept a statement alongside a signed colour copy of your disclosure providing the above requirements are met.

Alternatively you can ask the person authenticating your disclosure to complete the form below and then submit this form alongside your colour disclosure. The authenticated disclosure should then be sent to membership@nesltd.co.uk

I can confirm that I have viewed the original of this criminal record disclosure and that the colour copy provided is a true likeness of the original document.

Name of applicant:.....

Name of authenticator:.....

Signature of authenticator:.....

Position in community (if applicable):.....

If Employer, Title within company (if applicable):.....

Criminal record disclosure reference number:.....

Date:.....