



# Disclosure Scotland Guide Driving Standards Agency



**CAPITA**  
RECRUITMENT VETTING SERVICE

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# Disclosure Guide - Driving Standards Agency

## Introduction

One of the legal requirements for an applicant to join the Approved Driving Instructor (ADI) register or to be issued a trainee license is that they must be a 'fit and proper' person. In order to validate the applicant's declaration that they are 'fit and proper', the Registrar requires that all applicants complete an Enhanced level Criminal Record Check.

The Criminal Records Bureau (CRB) provide a one stop service by offering access to records held by the police, together with those held by the Department for Education & Skills (DfES) and the Department for Health (DH).

Capita Recruitment Vetting Service (CRVS) in partnership with the Driving Standards Agency (DSA) administers the criminal record checks for Potential Driving Instructors (PDIs).

## Getting Started

DSA's ADI starter pack contains the booklet *Your Guide to becoming an ADI* (also known as ADI 14) and the Application to become a Potential Driving Instructor (ADI 3) form. Before you send your ADI 3 form to the DSA, however, you should complete your Criminal Record Check. You cannot progress your application further without a Disclosure Certificate.

In order to apply for an Enhanced disclosure check you will need to complete the enclosed Disclosure Application Form (DAF) which will ask you to provide personal information and details of addresses over the past five years. You will also need to provide documentation to confirm current address and various forms of ID.

This booklet will assist you in completing your Disclosure Application Form, included in this pack, and advise you of the documents required for identity verification.

## Guidance on completing the Disclosure Application Form

**Mistakes on the application form will cause delays in processing. Forms that are not completed accurately may need to be returned for amendments or additional information - therefore please ensure that you have checked your form thoroughly before submission.**

Further assistance on completing the DAF can be sought from the Capita Recruitment Vetting Service website [www.capitarvs.co.uk](http://www.capitarvs.co.uk) or CRB website [www.crb.gov.uk](http://www.crb.gov.uk). Alternatively you can call Capita direct. Contact details are located at the back of this booklet.

## Main Dos and Don'ts

- The form is to be completed in Black Ink and BLOCK CAPITALS
- Leave an empty box between each word EXCEPT when entering postcodes or telephone numbers
- Only parts A,B,C,D,H need to be completed
- Position applied for will always be Driving Instructor
- Organisation name will always be Driving Standards Agency
- Section B address will always be **The Axis Building, 112 Upper Parliament Street, Nottingham, Nottinghamshire, NG1 6LP**
- If a mistake is made, draw a horizontal line through and write the amended information above or next to the error (correction fluid must not be used)
- If your title is Ms/Mrs but your surname has not changed at any time, you need to repeat your current surname in C20
- You must list your full five year address history with no gaps or overlaps. A continuation sheet is provided within this pack
- Do NOT complete sections E,F,G, X and Y

## Filling in telephone numbers and post codes

Telephone numbers and postcodes should be completed as indicated below.

A Applicant's details	
1	Title <input checked="" type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input checked="" type="checkbox"/> Miss <input checked="" type="checkbox"/> Ms <input checked="" type="checkbox"/> Other
2	Surname
3	Forename(s)
4	Current address
5	
6	Town/City
7	County
8/9	Postcode <b>S 3 6 6 UH</b> At current address since <b>M M Y Y Y Y Y Y</b> (month and year)
10/11	Date of birth <b>D D M M Y Y Y Y Y Y</b> Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/>
12	National Insurance number

	Place of Birth	Please enter town/city names and county/district names in full as recorded on your Birth Certificate
28	Town/City	
29	County/District	
30/31	Born in the UK	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> If no, please state country
32	Nationality	
33	Home telephone number	<b>0 1 2 3 4 4 3 6 8 2 1</b>
34	Work telephone number	
35	Preferred contact number and time	

## How to correct an error

A Applicant's details	
1	Title <input checked="" type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input checked="" type="checkbox"/> Miss <input checked="" type="checkbox"/> Ms <input checked="" type="checkbox"/> Other
2	Surname
3	Forename(s)
4	Current address
5	
6	Town/City <b>S H E F F I E L D</b> <del><b>S H E F I E L D</b></del> <b>S H E F F I E L D</b>
7	County
8/9	Postcode
10/11	Date of birth <b>D D M M Y Y Y Y Y Y</b> Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/>

## What if I have convictions?

If you have any unspent/spent convictions it will not necessarily stop your application to the DSA going forward. It is encouraged to outline the nature of convictions (if any) on the continuation sheet provided as this will assist in the process. If you have any endorsements or fixed penalty points you should complete the ADI 3 form first and send to the DSA prior to applying for your CRB check. The DSA will then contact you direct to advise you if you can go forward and apply for a CRB check.

The final decision as to whether or not you may start the ADI qualifying process is made by the DSA once you have received your Disclosure Certificate and submitted your ADI 3 form.

## Identity Verification

In line with the CRB Code of Practice all applicants requiring a CRB check must have their identity verified.

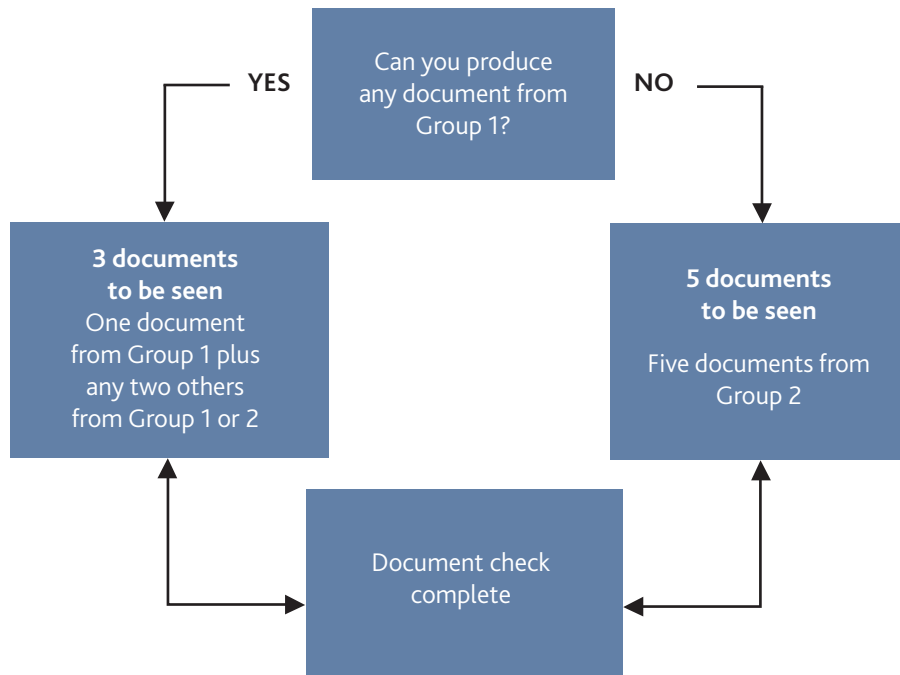
### How do I have my Identity Verified?

CRVS will verify your identity from documents which you must send with your disclosure application form. CRVS will endeavour to complete the identity verification and return documents via recorded post within two working days, however delays may occur due to volumes.



## What documents do I need to produce?

**NB. At least one document must show your current address and at least one document must show your date of birth.**



### Table of acceptable Group 1 and Group 2 documents

Group 1
Valid passport (any nationality) Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable) UK Driving Licence (photo card & counterpart or old style paper licence) Valid photo identity card (EU countries only) UK Firearms Licence Adoption Certificate HM Forces ID Card

Group 2	Issued whenever	Issued within last 3 months	Issued within last 12 months
	<ul style="list-style-type: none"> <li>Marriage certificate</li> <li>'Re-issued' UK birth certificate, issued after 12 months of date of birth (full or short form acceptable)</li> <li>Valid NHS Card</li> <li>Exam certificate (e.g. GCSE, NVQ)</li> <li>Valid vehicle registration document</li> <li>Valid TV Licence</li> <li>Certificate of British nationality</li> <li>Valid insurance certificate</li> <li>National Insurance number card</li> <li>Connexions card</li> <li>Asylum registration card</li> </ul>	<ul style="list-style-type: none"> <li>Utility bill (electricity, gas, water, telephone, mobile phone contract / bill)*</li> <li>Credit card statement*</li> <li>Store card statement*</li> <li>Mail order catalogue statement</li> <li>Correspondence or a document from: the Benefits Agency; Employment Service; Inland Revenue; or a Local Authority</li> <li>Addressed payslip</li> <li>Bank or building society statement</li> <li>Letter from Head Teacher</li> </ul>	<ul style="list-style-type: none"> <li>Financial statement (e.g. pension, endowment, ISA)</li> <li>Child benefit book</li> <li>Work permit / visa</li> <li>Mortgage statement*</li> <li>P45/P60 statement</li> <li>Court summons</li> <li>Disclosure certificate (issued in the last 12 months)</li> </ul>

\*If you intend to use more than one document of this type please ensure that it is from a different organisation.

## What happens now?

Before sending your application, please ensure you thoroughly check your application form according to the guidance set out above and that you have the required identification documents.

### Any errors could result in a delay to your application and therefore delay the next stage in your application process.

Please post your Disclosure Application Form and required identification documents to the address at the back of this booklet.

CRVS takes great care of all documentation but cannot be held liable for any loss. Any documents sent will be at your own risk, we therefore, strongly recommend that all documents are sent by Recorded or Special Delivery. Your documents will be returned by Recorded Delivery, unless you enclose a pre-paid Special Delivery envelope which can be purchased from a Post Office.

## How long will I expect the process to take?

The CRB state that they aim to complete 90% of the checks within 4-6 weeks.

## Received Disclosure

When the CRB has completed the Disclosure checking process, two disclosure certificates are issued. The Registered Body copy is issued to CRVS which will in turn be passed onto the DSA, and the Applicant copy which will be forwarded on directly to you. From this certificate you can take your Disclosure number which is required to complete your ADI 3 form. You do not need to send your Disclosure Certificate back to the DSA.

## After Submission

Once you have submitted your ADI 3 form to DSA, the Registrar will consider the information contained in that form and your disclosure to assess if you are “fit and proper” and you will be notified as soon as he has made a decision. If he should consider that you do not meet this legal criterion, he will write to you giving you the reasons why he is considering removing you from the Register. You will then have 28 days to put to him any case you may want to make to stay on the Register. If, after consideration of your case, he should still consider that your name be removed, you will have 28 days to appeal to the independent Transport Tribunal against that decision.

Information about how the DSA use and store disclosure information is available on their websites [www.transportoffice.gov.uk](http://www.transportoffice.gov.uk) and [www.dsa.gov.uk](http://www.dsa.gov.uk)

## Who pays for the Criminal Record check?

Applicants do not need to send any payment, as the fee is paid by DSA.

Please leave section G of the Disclosure Application Form blank.

## **DSA STATEMENT ON THE SUITABILITY OF EX-OFFENDERS TO APPLY TO JOIN OR REMAIN ON THE REGISTER OF APPROVED DRIVING INSTRUCTORS**

The Driving Standards Agency will use the services of the Criminal Records Bureau and Disclosure Scotland (DS) to obtain criminal record Disclosures which DSA will use to assess the suitability of persons applying for inclusion on the Register of Approved Driving Instructors. DSA will comply fully with the CRB and DS Codes of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

DSA is committed to the fair treatment of Potential Driving Instructors and Approved Driving Instructors, regardless of race, gender, ethnicity, religion, sexual orientation, age, physical/mental disability or previous criminal background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Having a criminal record will not necessarily bar you from being accepted as a Potential or Approved Driving Instructor. Before reaching a decision on whether or not a person is "fit and proper", we will assess the risk that they are likely to pose to their pupils by considering factors such as:

- Whether the conviction is relevant
- The seriousness of any offence
- The length of time since the offence occurred
- Whether there is a pattern of offending behaviour
- Whether their circumstances have changed since the offending behaviour
- The circumstances surrounding the offence and any explanation.

However applications from those convicted of serious violent, sexual, financial or drugs offences are unlikely to be successful, regardless of when the offences were committed. We are also unlikely to accept applications from those whose name is, or has been, on the Sex Offenders Register, or from those who are or have been banned from working with children.

All registration application forms for Potential and Approved Driving Instructors and supporting information will contain a statement that a check will be required as part of the suitability, or "fit and proper", criterion.

We guarantee that Disclosure information will only be seen by those who need to see it as part of the suitability assessment process. We will ensure that all those in DSA who are involved in that process have been suitably trained to identify and assess the relevance and circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, such as the Rehabilitation of Offenders Act 1974.

We undertake to give applicants the opportunity to correspond with us about the nature and circumstances of a conviction before refusing registration or removing an ADI from the Register. We will ensure that applicants who do not agree with the information on their Disclosure are advised of the correct procedures to dispute the report with the issuing body. No decision on an applicant's suitability will be taken until any such dispute is resolved.

We will make every subject of a Disclosure aware of the existence of the CRB and DS Codes of Practice and make copies available on request.

## Confidentiality

Information provided by the applicant and accordingly received from the CRB on disclosures is both sensitive and confidential and therefore it is the responsibility of CRVS that all information received is handled in a secure fashion in line with the CRB Code of Practice.

## Disputes and Complaints

Capita Recruitment Vetting Service strive to offer the highest standards of service and have gained a reputation for quality and integrity. We take all complaints seriously and if you feel that our service has not matched your expectations we welcome your feedback.

If you wish to complain about an aspect of the Disclosure application process, please contact your Disclosure Administrator on: 0870 850 2455.

If, however, your complaint is in reference to the decision made regarding your application please contact the DSA direct on 0115 901 2618.

Alternatively, please refer to [www.capitarvs.co.uk](http://www.capitarvs.co.uk) for further information on our complaints and dispute policy.

## Contact Details

DSA/CRVS  
PO Box 4324  
Sheffield  
S1 9EW

Tel: 0870 850 2455  
Email: [dsacrb@capita.co.uk](mailto:dsacrb@capita.co.uk)  
Website: [www.capitarvs.co.uk](http://www.capitarvs.co.uk)



\*All Photographs are for illustrative purposes only and no implication as to the character of the models is intended.

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