**Changes form – Basic Disclosure Checks**

**Add ID Checkers/Applicant Managers or change Primary Contact –**

**(enter details in shaded boxes)**

- On receipt of your form we will create/amend your details on our records

|  |  |
| --- | --- |
| **Required Information** | **Enter details below in shaded boxes** |
| Organisation Name: |       |
| Address line 1:Address line 2:Town:Postcode: |                      |

|  |
| --- |
| **Declaration:** I confirm on behalf of the Organisation named above that:1. I have read the [**DBS Code of Practice**](https://www.gov.uk/government/publications/dbs-code-of-practice) and the [**Disclosure Scotland Code of Practice**](http://www.disclosurescotland.co.uk/documents/PoliceAct1997--CodeofPractice--18February2011.pdf) and agree to observe and adhere to the obligations contained within it. We also have a [**Policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information**](http://www.dbsdirect.co.uk/customer-page.php)and [**a policy statement on the recruitment of ex-offenders.**](http://www.dbsdirect.co.uk/customer-page.php)
2. I, the undersigned, confirm that I will check original identity documents for purposes of verification of name and current address according to Basic Discloure guidelines, for each individual seeking employment through our organisation where the nature of the employment is such that a Basic Disclosure check is an eligible part of recruitment.
3. I accept responsibility for checking the documents personally and understand that Mayflower Disclosure Services Ltd. and its counter-signatories will not have seen the original documents and take no responsibility for their validity.
4. I understand that Mayflower will obtain Disclosure information on the organisation’s behalf and will take no part in the employment decision unless otherwise agreed in writing.
5. Although Mayflower will endeavor to apply for (from the DBS & Disclosure Scotland) and to forward Disclosure information to the organisation on the day of receipt, Mayflower cannot be held responsible for any delays in receiving Disclosure information which are beyond its reasonable control.
6. I understand that there can be no absolute guarantee of the accuracy of a Disclosure, and that it does not carry a pre-determined period of validity because a conviction or other matter could be recorded against the subject of a Disclosure at any time after it is issued. Recruitment decisions should be made as soon as possible after the receipt of a Disclosure.
7. I understand that Mayflower will not enter into any correspondence in the event of a dispute as to the accuracy of a Disclosure. It will be the responsibility of the subject of the Disclosure to resolve the matter directly with Disclosure Scotland.
8. I understand that Mayflower will send us hard-copies of the applicants’ Basic Disclosure Certificates and we will store them in line with the Disclosure Scotland Code of Practice.
9. I will obtain the express permission from applicants to obtain a Disclosure before applications are submitted to Mayflower.
10. I have read and understand [**Mayflower Terms of Business**](http://www.dbsdirect.co.uk/terms-of-business.php)**.**
 |

**Nominate, change Primary Applicant Manager or Application Managers below:** (see below for more detail of Roles)

| **Basic Disclosure Role**  | **Name** | **Position in Organisation** | **Email address** | **“I have read & understood Mayflower Declaration & Terms of Business”** (check box)  | **Date** |
| --- | --- | --- | --- | --- | --- |
| **Primary Application Manager (limited to one per Organistion)** |       |       |       | [ ]  |       |
| **Application Mgr. #1** |       |       |       | [ ]  |       |
| **Application Mgr. #2** |       |       |       | [ ]  |       |
| **Application Mgr. #3** |       |       |       | [ ]  |       |
| **Application Mgr. #4** |       |       |       | [ ]  |       |
| **Application Mgr. #5** |       |       |       | [ ]  |       |
| **Application Mgr. #6** |       |       |       | [ ]  |       |
| **Application Mgr. #7** |       |       |       | [ ]  |       |
| **Application Mgr. #8** |       |       |       | [ ]  |       |
| **Application Mgr. #9** |       |       |       | [ ]  |       |
| **Application Mgr. #10** |       |       |       | [ ]  |       |
| **Application Mgr. #11** |       |       |       | [ ]  |       |
| **Application Mgr. #12** |       |       |       | [ ]  |       |
| **Application Mgr. #13** |       |       |       | [ ]  |       |
| **Application Mgr. #14** |       |       |       | [ ]  |       |
| **Application Mgr. #15** |       |       |       | [ ]  |       |
| **Application Mgr. #16** |       |       |       | [ ]  |       |
| **Application Mgr. #17** |       |       |       | [ ]  |       |
| **Application Mgr. #18** |       |       |       | [ ]  |       |
| **Application Mgr. #19** |       |       |       | [ ]  |       |
| **Application Mgr. #20** |       |       |       | [ ]  |       |

* **Complete, save and return by email to: mayflower@dbsdirect.co.uk** OR print and POST TO...

Mayflower Disclosure Services Ltd, 3rd Floor, 86-90 Paul Street, London, EC2A 4NE

 **Online Basic Disclosure Application Roles**

|  |
| --- |
| **Primary Contact / Primary Application Manager (limited to one person per organisation only)** |
| * Same as Application Manager, **plus:**
* Receive email notifications when Basic Disclosure checks completed
 |
| **Application Managers**  |
| * Check applicants ID documents
* Authorise applications & submit them to Mayflower
* View clear results online
* View progress of applications throughout processing
* Can withdraw applications
 |
| **Applicants** |
| * Complete online Basic Disclosure Applications using the assigned Organisation reference & password which will be provided to all Application Managers
 |