

How to complete a Disclosure Scotland Form

This guide will take you step-by step through
the process.

August 2024



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Introduction

A standard Disclosure Scotland check is required when applying for an entrance certificate and again when applying for admission to the roll of solicitors. The Disclosure Scotland form must be countersigned by the Law Society and therefore we cannot accept any other disclosures that have been completed before.

An entrance certificate is required by every trainee prior to starting their traineeship. A trainee cannot call themselves a trainee solicitor until they have been granted their entrance certificate by the Law Society.

When applying for admission to the roll of solicitors you will need to complete a standard disclosure again (unless your previous disclosure completed with the Law Society is 6 months or less old). The process and form are the same for the entrance certificate and applying to the roll.

Failure to complete this form correctly will result in it being rejected by Disclosure Scotland, which will result in delays with issuing the entrance certificate, or being admitted to the roll. It is vital that you read this guidance thoroughly before filling out and submitting your form.

Once complete, your form should be uploaded to your application portal in a word format (when applying for an entrance certificate) or emailed to davidmacdougall@lawscot.org.uk (if applying for admission to the roll) and not sent directly to Disclosure Scotland. If you are unsure of any of the points in this form, then please contact the admissions team on legaeduc@lawscot.org.uk for guidance.

Further information about the entrance certificate process and admissions to the roll process can be found on the law society webpages here: [Information for trainees and traineeship providers | Law Society of Scotland \(lawscot.org.uk\)](#)



Section 1: About you, the individual

Application type:	Standard	
Title:	Miss	
Surname:	DOE	
Forename(s):	JANE	
Gender:	FEMALE	
Previous names (if any)		
Previous surname(s):	N/A	
Previous forename(s):	N/A	
Mother's maiden name:	DEER	
If you cannot provide your mother's maiden name, contact Disclosure Scotland for help .		
Date of birth:	03/09/1997	
Town of birth:	EDINBURGH	
Country of birth:	SCOTLAND	
Nationality:	BRITISH	

Your title, surname and forename(s) (including any middle names) should match your Law Society application and is your current name.

Gender will need to match your birth certificate.

If your name has changed then please list all of your previous names. If you have had more than one name change then please list all of your previous names on a separate list of paper. Please provide proof of your name change.

Enter your mother's maiden surname only. If this is not known then contact Disclosure here: [Disclosure Scotland - mygov.scot](https://www.mygov.scot)

Enter your date of birth, town of birth, country of birth and nationality as they appear on your birth certificate.



Enter your national insurance number, you can get this from a recent pay slip or by calling HMRC.

Your full driving licence number is the long list of numbers and letters on the front of your license, including the 2 numbers at the end. This will need to be provided whether the licence is full or provisional.

Your passport number will be found on the photo page of your passport.

National insurance number:	XX 60 56 81 X
Driving licence number (if any):	JANEDOE123456JD8DA 33
Country of issue:	UK
Passport number:	999666444
Country of issue:	UK



Section 2: Your contact details

Please use the same contact details here that the Law Society has on file for you and that you put in your entrance certificate and admission to the roll application. As a minimum your email must be provided.

2. Your contact details	
Email address:	JANEDOE@GMAIL.COM
Home telephone:	0131 226 7411
Mobile number:	07947666666



Section 3: Your current address

Please enter the details of your current home address.

3. Your current address	
Address line 1:	ATRIA ONE
Address line 2:	144 MORRISON STREET
Town:	EDINBURGH
Country:	SCOTLAND
Postcode:	EH3 8EX
Resident from:	03/2022

If you have lived at this address for less than five years, you must provide previous addresses below to cover this period.

If you have not lived in this address for 5 consecutive years then Disclosure Scotland will require your full 5 year address history. Please see more information in the section below.

This address must match the proof of address document that you provide to the Law Society.

If your current address is your family home and you have recently moved back there, please put the date that you returned to that address, in the 'resident from' box. Do not put the date that you originally moved into that property, unless you have lived there on a continuous, uninterrupted basis. This may mean that you have to list some addresses, such as family homes, twice or more, if you have lived there on separate occasions (such as during the summer holidays).



Section 4: Your previous addresses

Disclosure Scotland require a 5-year address history. The address listed in section 3 above should be where you are currently staying.

Section 4 requires you to list all of your previous addresses for the last 5 years, this should be in date order with the most recent first and the oldest last. For example, if you are applying for an entrance certificate in May 2024 then you need to list all of your addresses from May 2019.

You must include all address in your 5-year history. If you moved between term time and holiday accommodation, then you must include each move.

Disclosure Scotland provide 4 sections for your previous addresses. If you require more space then please provide the additional addresses on a separate piece of paper, in the same format as given in this section, and send it to legaleduc@lawscot.org.uk.

Failure to provide a full 5-year history to the exact month, or providing one that is not in date order as stated above, will result in Disclosure Scotland rejecting the application, resulting in unnecessary delays to the processing of your application.

4. Your previous addresses

4.1 Previous address 1

Address line 1: 1 CASTLE VIEW
Address line 2: Click or tap here to enter text.
Town: EDINBURGH
Country: SCOTLAND
Postcode: EH1 1AA
Resident from: 03/2022

4.2 Previous address 2

Address line 1: 26 THE AVENUE
Address line 2: Click or tap here to enter text.
Town: GLASGOW
Country: SCOTLAND
Postcode: GG2 7FT
Resident from: 04/2021

4.3 Previous address 3

Address line 1: 77/B BROOKFIELD PLACE
Address line 2: Click or tap here to enter text.
Town: ABERDEEN
Country: SCOTLAND
Postcode: AB9 8AP
Resident from: 05/2019

4.4 Previous address 4

Address line 1: SEABREEM PLACE
Address line 2: Click or tap here to enter text.
Town: DUNDEE
Country: SCOTLAND
Postcode: DD1 5HG
Resident from: 06/2017



Section 5: Declaration on application

Please sign and date the application in this section below.

5. Declaration on application

I understand the following:

- Disclosure Scotland will use the information I have given to verify my identity and to check and process my application. Disclosure Scotland will use this information for the purposes of prevention or detection of crime and for other related purposes.
- Disclosure Scotland may pass the information it holds about me to other Government departments or organisations, the police and other law enforcement agencies for the purpose of the prevention and detection of crime, of the apprehension and prosecution of offenders and for other related purposes.

I declare that the information I have given is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

Applicant's signature: JANE DOE

Signature date: 28/08/2024



Section 6: Payment

Entrance Certificate

The payment of £25 should be paid directly to Disclosure Scotland by card via the payment portal here; [Disclosure Scotland Payments](#).

Please ensure that you select the **standard disclosure** in the list of options.

Once payment has been taken you will be provided with a 9-digit reference number, please enter this at the bottom of this section. Please ensure you keep a note of this payment reference number once you make payment as Disclosure will not be able to provide it if you cancel out of the payment page once the payment has been processed. This could result in you having to pay twice and seeking a refund from Disclosure Scotland for the initial payment.

Admission to the roll

If you are paying for this individually then please follow the instructions above in the entrance certificate section. If your firm or company are paying the fee along with your admission fee then the £25 fee will be included in the invoice that they will pay.

6. Payment

If you, as the applicant, are paying for this application, please complete this section. If you are not paying for it, this should be completed by the person who is countersigning it.

Method of payment: Card Registered/Responsible Body Invoice

If you are paying by card, please use our [payment portal](#), and then insert your payment reference number below.

9-digit payment reference number: 123456789

All sections below the payment are for the Law Society of Scotland to complete and therefore should be left blank.



Submitting your form to the Law Society of Scotland

Do not send your form directly to Disclosure Scotland, instead please upload your completed application in **Word format (not PDF)**, to the online portal when uploading all of the other supporting documents for your entrance certificate or send along with you application for admission to the roll. Any additional address history can be sent to legaeduc@lawscot.org.uk and we will match it to your application.



For further information, please contact:

Education, Training and Qualifications
Law Society of Scotland

0131 226 7411

legaleduc@lawscot.org.uk