

UKHCA Disclosure Application Form



You can reduce errors and speed up your application process saving you time and money by completing this application online.

See www.ukhca.co.uk/disclosure/getonlineaccess.aspx to get started.

Please complete the form as full as possible as omissions may cause delays in the processing of the application.

A full 5 year address history must be provided with no gaps in the dates.

All details provided on the form will be sent electronically to the Criminal Records Bureau for processing.

Organisation	<input type="text"/>	
Job Role	<input type="text"/>	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="text"/>	
Forename	<input type="text"/>	
Surname	<input type="text"/>	
Middle Name 1	<input type="text"/>	
Middle Name 2	<input type="text"/>	
Middle Name 3	<input type="text"/>	
Date of Birth	<input type="text"/>	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
Town	<input type="text"/>	
County	<input type="text"/>	
Postcode	<input type="text"/>	Country <input type="text"/>
Resident From	<input type="text"/>	
Telephone	<input type="text"/>	
Surname at Birth	<input type="text"/>	
Used Until	<input type="text"/>	
Town of Birth	<input type="text"/>	
County of Birth	<input type="text"/>	
Country of Birth	<input type="text"/>	
Nationality at Birth	<input type="text"/>	

All other addresses used in the last 5 years

Address 1

Address 2

Town

County

Postcode

Country

Resident From

M

M

Y

Y

Y

Y

Resident To

M

M

Y

Y

Y

Y

Address 1

Address 2

Town

County

Postcode

Country

Resident From

M

M

Y

Y

Y

Y

Resident To

M

M

Y

Y

Y

Y

Address 1

Address 2

Town

County

Postcode

Country

Resident From

M

M

Y

Y

Y

Y

Resident To

M

M

Y

Y

Y

Y

All other names used

Surname

Used From

M

M

Y

Y

Y

Y

Used To

M

M

Y

Y

Y

Y

Surname

Used From

M

M

Y

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Used To

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Surname

Used From

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Forename

Used From

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Used To

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Y

Forename

Used From

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Y

Passport Number	<input type="text"/>	Issue Date	<input type="text"/>
Nationality	<input type="text"/>		
Driving Licence Number	<input type="text"/>		
Issue Country	<input type="text"/>		
Issue Date	<input type="text"/>	Type	Paper <input type="checkbox"/> Photo <input type="checkbox"/>

All other identity documents seen

Biometric Residence Permit (UK) <input type="checkbox"/>	Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth <input type="checkbox"/>
Certified copy of Birth Certificate (UK and Channel Islands) - issued after 12 months of date of birth <input type="checkbox"/>	Adoption Certificate (UK) <input type="checkbox"/>
Marriage/Civil Partnership Certificate (UK) <input type="checkbox"/>	Fire Arms Licence (UK) <input type="checkbox"/>
HM Forces ID Card (UK) <input type="checkbox"/>	P45/P60 Statement (less than 12 months old) (UK & Channel Islands) <input type="checkbox"/>
Bank/Building Society Statement (UK or EEA) (less than 3 months old) <input type="checkbox"/>	Mortgage Statement (UK or EEA) (less than 12 months old) <input type="checkbox"/>
Credit Card Statement (UK or EEA) (less than 3 months old) <input type="checkbox"/>	Financial Statement (less than 12 months old) - e.g. pension, endowment, ISA (UK) <input type="checkbox"/>
Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date) <input type="checkbox"/>	Council Tax Statement (UK & Channel Islands) (less than 12 months old) <input type="checkbox"/>
Benefit Statement (less than 3 months old) - e.g. Child Allowance, Pension <input type="checkbox"/>	Bank/Building Society Account Opening Confirmation Letter (UK) (less than 3 months old) <input type="checkbox"/>
Cards carrying the PASS accreditation logo (UK and Channel Islands) <input type="checkbox"/>	Land line Telephone Bill (NOT a mobile phone bill) (UK) (less than 3 months old) <input type="checkbox"/>
Electricity Bill (UK) (less than 3 months old) <input type="checkbox"/>	Gas Bill (UK) (less than 3 months old) <input type="checkbox"/>
Water Bill (UK) (less than 3 months old) <input type="checkbox"/>	EU National ID Card <input type="checkbox"/>
A document from Central/Local Government/ Government Agency/Local Authority giving entitlement (UK & Channel Islands) (less than 3 months old)- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security <input type="checkbox"/>	Letter from Head Teacher or College Principal (UK) (16-19 year olds in full time education - only used in exceptional circumstances when all other documents have been exhausted) <input type="checkbox"/>
	Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only - valid only for applicants residing outside of the UK at time of application) <input type="checkbox"/>

If you have seen 1 or more **Group 1 document** and seen at least 2 other documents (including a document that verifies address) external validation will not be required. You must have seen at least 1 **Group 2a document** and at least 2 other documents (including a document that verifies address) to qualify for external validation. Otherwise we will be unable to process the application. Further information is available at www.ukhca.co.uk/disclosure/identity.aspx

National Insurance Number	<input type="text"/>
Mother's Maiden Name	<input type="text"/>
Required if using "Route 2" only	
Bank Account Number	<input type="text"/>
Bank Sort Code	<input type="text"/>

Disclosure Type

Enhanced ☒ Standard ☐

Yes ☒ No ☐

Yes ☒ No ☒

Yes ☒ No ☒

Yes ☒ No ☒

Yes ☒ No ☒

[illegible]Preliminary Verifier
Signature

Date D D M M Y Y Y Y

Have you ever been convicted of a criminal offence or received a caution, reprimand or warning?

Yes ☒ No ☐

Applicant's
Signature

Date D D M M Y Y Y Y

UKHCA Disclosure Service
Sutton Business Centre
Restmore Way
Wallington
SM6 7AH

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