

## **Basic Disclosure for a HMO Licence Application**

As part of your licence application you are required to provide a Basic Disclosure Certificate. A basic disclosure certificate shows any 'unspent' criminal convictions you may have in the UK. Unspent means you need to declare them. You can use this certificate to show to prospective employers or other people that need to know this information.

Visit <https://www.mygov.scot/basic-disclosure> to apply for your certificate.

### **Information displayed on the paper certificate**

Your basic disclosure certificate will show:

- the date it was issued,
- your name,
- your address,
- your date of birth,
- any unspent convictions.

### **Cost**

The cost of a basic disclosure is £25. You'll need to pay when you apply using a credit or debit card.

### **What you will need**

You'll need the following information to hand before you start your online application:

- your address details for the past 5 years,
- your National Insurance number,
- pen and paper/printer to note down your reference number at the end of the process.

You'll need to supply a copy of one piece of personal ID which includes your date of birth, such as your:

- passport,
- driving licence,
- birth certificate,
- national identity card.

You'll also need to supply a copy of one of the following, which includes your current address:

- utility bill (gas, electric or landline telephone)
- rental agreement/mortgage (must be typed not handwritten)
- current bank statement
- doctor's letter

### **Help**

If you need help completing this form or have any questions please contact Disclosure Scotland:

Telephone: 03000 2000 40

Email : [info@disclosurescotland.gsi.gov.uk](mailto:info@disclosurescotland.gsi.gov.uk)