



Additional guidance for transgender people completing a Disclosure application form

Disclosure Scotland operates a special application process for transgender persons to assist in ensuring discretion is afforded to such individuals who do not wish their previous gender (and names) to be disclosed to the person or organisation requesting the Disclosure.

The disclosure process that Disclosure Scotland carries out is based on names, current and previous. The process requires any previous names be disclosed to Disclosure Scotland. This is intended to take account of names changed through marriage or legal name changes. With an understanding of the need of the trans people to have complete privacy in relation to their past life, the following special arrangements have been made to deal with Disclosure applications from them.

(Where reference is made below to parts of the Disclosure application form, the parts relate to the version of the application form which was introduced in December 2006).

- DO NOT disclose your transgender status to an employer, or other organisation who has requested that you undergo a Disclosure (especially on application forms), unless you are confident that this information will be held securely or you are completely happy for anyone to know these facts. If you hold a Gender Recognition Certificate (GRC) you are under no legal obligation to give this information to a prospective or current employer.
- Complete the Disclosure application form stating your present name (Parts B2, Present Surname and B3/B4, Present Forenames).
- There is no requirement for you to answer Yes at B6 (unless you had other names which did not relate to transgender issues).
- There is no requirement for you to disclose on the application form the name(s) you were previously known by (Parts B7 to B12).
- Complete the question regarding gender at Part B15 of the application form as your **current** gender (some of the older versions of the application form may still ask for "Gender at Birth." These forms aren't issued any more but they may still be available within certain registered bodies).
- You will be required to provide details of your previous name(s) under separate cover to Disclosure Scotland. This can be done by providing relevant details and documentary evidence relating to your previous name(s), for example, copies of your birth certificate which quote your previous name or any documents which verify your change of name.
Please do not send originals of these documents – photocopies will be sufficient.

- The information/documentation outlined in the previous point should be sent to:

**The Operations Manager
Disclosure Scotland
P.O. Box 250
GLASGOW
G51 1YU**

- To enable us to tie-up your application with your supporting documentary evidence, please also provide details of the 16-digit barcode number which is located on the top right corner of your Disclosure application form. Please also provide us with contact details.
- Please mark the envelope “Private and Confidential” and/or “To be opened by the Addressee only”.
- Please advise us if you wish the supporting documents returned to you or shredded. A confirmation will be sent to you advising that shredding has occurred.
- The Disclosure certificate which will be issued to you will state your current name and will not disclose any previous names.
- If you require any further assistance, please contact our Helpline at 0870 609 6006 and ask to speak to the Operations Manager.

Further information on transgender issues is available from the following websites;

www.gendertrust.org.uk (The Gender Trust)

www.pfc.org.uk (Press For Change)