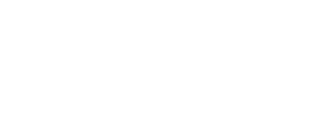


British Scouting operates across Europe, the Middle and East Asia as well as in other parts of the world. Each of the countries have very different criminal justice systems, cultures and mechanisms of safeguarding and vetting.

It is the policy of The Scout Association to check all adult volunteers to ensure that only adults appropriate for a role are permitted to undertake responsibilities in Scouting.

Adults who volunteer in British Scouting Overseas and who require a Disclosure as part of their role, are required to secure an acceptable disclosure check in their country of residence and in addition a Disclosure check through the Disclosure and Barring Service (DBS)(If applicable). The local variations for Rest of the World are outlined on pages 2 – 5.



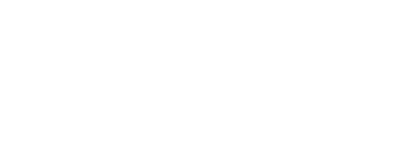
Disclosure

Notification Form

(

Online

)



Have you been a resident of

the United Kingdom since

10

th

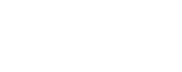
Birthday?



Yes

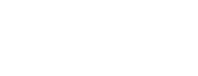


No



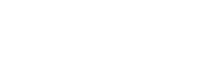
DBS

required



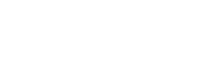
Local

disclosure



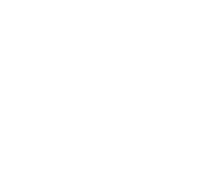
Local

disclosure



Submission to

HQ



Local check

Form

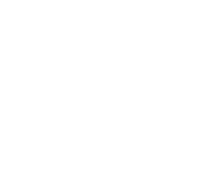
Submission

to HQ

)

Online

(



Local check

Form

Submission

to HQ

Online

(

)



Completion of National Vetting Process

Non-UK (“Local”) disclosure checks

A local check for BSO members must meet the following criteria:

* It must clearly identify the individual concerned. It must name the individual and should provide at least one additional identifying feature. (Passport number, membership number, address, date of birth etc)
* It must be provided by a recognised authority from the Country (Police, Sheriff, Judiciary, criminal records agency or other public body)
* It must be provided in English or information contained verified locally and any concerns raised with the vetting team at UKHQ ([vetting@scouts.org.uk](mailto:vetting@scouts.org.uk))

|  |  |  |  |
| --- | --- | --- | --- |
| Country | | Vetting System | Comments |
| Ascension  Island  (British  Overseas  Territory) | | St Helena  Police Vetting  Certificate | Apply in person to the Criminal Records Check Office. Criminal Records Check application forms are available from the Administrator’s office  No charge |
| Brunei Darussalam | | Police Certificate of Good Conduct | Apply to  The Commissioner  Royal Brunei Police  Gadong Headquarters  Bandar Seri Begawan  Cost Brunei $50 |
| Falkland  Islands  (British  Overseas  Territory) | | Police check | Royal Falkland Islands Police, Ross Road, Stanley |
| Indonesia | | Surat  Keterangan  Catatan  Kepolisian  (SKCK) | Applications are made through the local police station of the Indonesian National Police where the individual lives. A list of local police stations can be found at: [www.polri.go.id/polda/.](http://www.polri.go.id/polda/) Charge: 35,000 IDR |
| Japan | | Certificate of  Criminal  Record –  Police  Certificate  (Hanzai  Keireki  Shomeisho) | National Police Agency  〒100-8974 2-1-2  Kasumigaseki Chiyoda-ku,  Tokyo  For a list of local police authorities, see [www.npa.go.jp](http://www.npa.go.jp/)  Cost JPY0 to JPY700 depending on local office |
| Kenya | Police  Clearance  Certificate | | Apply in person to the Police with:   * Your passport * Documentary proof that you have been resident in   Kenya for 6 months or more   * Document from institution in case of expatriate (BSO can provide this if required)     Cost KSHS 1,000 |
| Malaysia | Certificate of  Good Conduct  (CGC) (Sijil  Kelakuan Baik) | | 1. Malaysian citizens:  Apply through your local police station  2. Non-Malaysian citizens:  Apply through:  Consular Division  Ministry of Foreign Affairs  Wisma Putra  1, Jalan Wisma Putra  Precinct 2 62602 Putrajaya [skb\_admin@kln.gov.my](mailto:skb_admin@kln.gov.my) [www.kln.gov.my/web/guest/home/](http://www.kln.gov.my/web/guest/home/) |
| Nepal | Police Clearance Report | | Apply in person either at the Maharajgunj Police or the Deputy Inspector General’s office in Ratnapark (designated by Police HQ in Kathmandu)  Completed relevant application form is filled out and notarised at police station  Fee: Rs.5.00. Turnaround and fees may vary on application.  Contact details:  Police Headquarters  Crime Investigation Department (CID)  Kathmandu  Telephone: (+977) 014-412-783 or (+977) 014-412-602 |
| People‘s Republic of China | Certificate of  No-Criminal Record  (无犯罪记录证  明) | | Apply at the regional Public Security Bureau (PSB) (GongAn  Ju).  There is no list of all the PSBs; however contact details for the Beijing Public Security Bureau are:  2 Andingmen Avenue (East)  Dongcheng District Beijing  Cost varies by region |
| Russian  Federation | Police checks obtained when employed persons obtain approval to work. Notice of Conviction or No Conviction  (*справка* *о* *наличии*  (*отсутствии*) *судимости*) | | Apply to:  MIAC  Ulitsa Novocheremushkinskaya  67, Moscow 117418 [www.mvd.ru](http://www.mvd.ru/)  The addresses for all the MIA offices in Russia can be found at: [www.mvd.ru/contacts/10000005/#ФО](http://www.mvd.ru/contacts/10000005/#ФО)  No charge if applied for locally |
| Singapore | Certificate of  Clearance  (COC) | | Apply to:  Criminal Investigation Department  Singapore Police Force  Block D Police Cantonment Complex #02-07/08, 391 New  Bridge Road  Singapore 088762  [SPF\_CID\_COC@spf.gov.sg](mailto:SPF_CID_COC@spf.gov.sg) [www.spf.gov.sg/epc/cert\_issued.htm](http://www.spf.gov.sg/epc/cert_issued.htm)  Cost: SGD 45 |
| St Helena  (British  Overseas  Territory) | St Helena  Police Vetting  Certificate | | Chief of Police, St Helena Police Service, Jamestown |
| Thailand | Police  Clearance  Certificate | | Criminal Records Division, Royal Thailand Police. Obtain application form from  [www.pcscenter.sb.police.go.th/filedownload/form\_app.pdf](http://www.pcscenter.sb.police.go.th/filedownload/form_app.pdf)    Apply to: Police Clearance Service Centre, Building 24, Royal Thai Police Headquarters, Rama 1 Road, Pathumwan, Bangkok 10330.  Fax: +66 (0) 2 205 1295; Email: [pcsc@police.go.th](mailto:pcsc@police.go.th) or [pcsc.thaipolice@gmail.com](mailto:pcsc.thaipolice@gmail.com)  Internet: [http://pcscenter.sb.police.go.th](http://pcscenter.sb.police.go.th/)    Cost 100 THB |

* Support for the cost of obtaining local disclosures is available; applications should be made with full details of the disclosure obtained with proof of payment, to [secretary@britishscoutingoverseas.org.uk](mailto:secretary@britishscoutingoverseas.org.uk)
* All disclosure checks, both DBS and local, must be renewed at intervals of not more than five years

For general advice on these procedures, please contact [secretary@britishscoutingoverseas.org.uk](mailto:secretary@britishscoutingoverseas.org.uk).