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)

|  |  |  |
| --- | --- | --- |
|  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 toThe CommissionerRoyal Brunei PoliceGadong HeadquartersBandar Seri BegawanCost 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 station2. 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 [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 stationFee: Rs.5.00. Turnaround and fees may vary on application.Contact details:Police HeadquartersCrime Investigation Department (CID)KathmanduTelephone: (+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 [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 or 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
* 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.