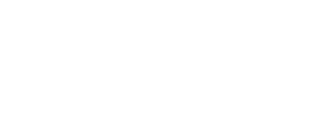
British Scouting operates across Europe, the Middle and East Asia as well as in other parts of the world. Each of the countries have very different criminal justice systems, cultures and mechanisms of safeguarding and vetting.

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 Northern Europe are outlined on pages 2 and 3.



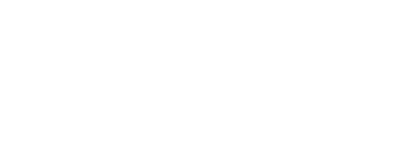
Disclosure

Notification Form

(

Online

)



Have you been a resident of

the United Kingdom since

10

th

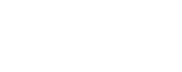
Birthday?



Yes

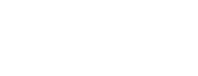


No



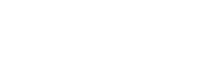
DBS

required



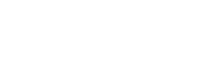
Local

disclosure



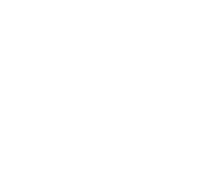
Local

disclosure



Submission to

HQ



Local check

Form

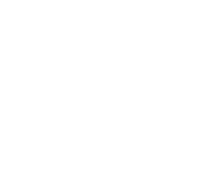
Submission

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 |
| Belgium | Extrait du Casier  Judiciaire (in French)  Uittreksel Uit Het  Strafregister (in Dutch)    For military personnel including civilian employees: MOD clearance | Casier Judiciaire Central/Dienst Centraal  Strafregister  Applicants must apply in person or email [cjc-csr@just.fgov.be](mailto:cjc-csr@just.fgov.be) including the following information:  Full name  Address  Date and place of birth  Reason for the request  Signature of the applicant; and  Photocopy of the applicant’s national ID card.  Free of charge when issued in Belgium |
| Czech Republic | Extract of Criminal Record (Opis z  Rejst*ř*íku Trest*ů*) | Rejstřík trestů,  Soudní 1,  140 66 Praha 4,  Data box: vtqabcz, Czech Republic.  [rejstrik@rejtr.justice.cz](mailto:rejstrik@rejtr.justice.cz) [http://portal.justice.cz](http://portal.justice.cz/)  Cost 100CZK |
| Germany | Certificate of Conduct  (Führungszeugnis)    For military personnel including civilian employees: MOD clearance | Apply at the applicant‘s local registry office  (örtliche Meldebehörde or Bürgerbüro)    Cost €13 per certificate |

|  |  |  |
| --- | --- | --- |
| Netherlands | Certificate of Good  Conduct – (Verklaring  Omtrent het Gedrag) (VOG). | Apply at Population Affairs Department (Burgerzaken/Publiekszaken) of the municipality where the applicant is  registered in the Municipal Personal Records  Database (GBA)    Cost €30.05, to be paid on submission of the application form |
| Latvia | Certificate of (Non)  Convictions  (Checks carried out by sponsoring authorities are acceptable) | Information Centre of the Ministry of the Interior  Bruņinieku iela 72b  Riga  LV-1009  [www.ic.iem.gov.lv/en/node/33](http://www.ic.iem.gov.lv/en/node/33)  (in  Latvian, English & Russian)    Cost €4.31 – €12.93 depending on timescales |
| Luxembourg | Criminal Record Extract – (Strafregisterauszug) | Applications can be made at: [http://www.guichet.public.lu/citoyens/fr/ci toyennete/certificat-casier-](http://www.guichet.public.lu/citoyens/fr/citoyennete/certificat-casier-judiciaire/casier-judiciaire/extrait-casier-judiciaire/index.html)  [judiciaire/casier-judiciaire/extrait](http://www.guichet.public.lu/citoyens/fr/citoyennete/certificat-casier-judiciaire/casier-judiciaire/extrait-casier-judiciaire/index.html)-[casierjudiciaire/index.html](http://www.guichet.public.lu/citoyens/fr/citoyennete/certificat-casier-judiciaire/casier-judiciaire/extrait-casier-judiciaire/index.html)  Criminal Records Department (Abteilung  Strafregisterauszug)  Cité judiciaire – Plateau du Saint-Esprit  Gebäude BC – 1. Etage  L-2080  Großherzogtum Luxembourg  [casier.judiciaire@justice.etat.lu](mailto:casier.judiciaire@justice.etat.lu)  Certificates are issued free of charge |
| Norway | 1. Criminal Record  Certificate  (Politiattest)  There are three types of certificate available depending on the purpose for which disclosure is sought  2. For military personnel including civilian employees: Ministry of  Defence clearance | 1. Applications should be made to the local police station depending on where the applicant lives. A comprehensive list can be found at:  [https://www.politi.no/tjenester/politiattest /hvor\_skal\_soknad\_om\_politiattest\_sendes/](https://www.politi.no/tjenester/politiattest/hvor_skal_soknad_om_politiattest_sendes/)  Download  [(https://www.politi.no/vedlegg/skjema/Ved legg\_2017.pdf)](https://www.politi.no/vedlegg/skjema/Vedlegg_2017.pdf) and complete the application form electronically, then print Individuals resident in Norway should apply to their local police station in person or by post  There is no charge for the certificate |
| Sweden | Extract from the  Criminal Records  Registry (Utdrag ur  Belastningsregistret) | Rikspolisstyrelsen  Utlandsutdrag/BRUD  981 81 Kiruna  Applications only: registerutdrag@polisen.se Queries: mrbr@polisen.se [www.polisen.se](http://www.polisen.se/)  Cost 180 SEK, excluding postage |

* 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)