

What will be disclosed on a basic check?

Disclosing to employers - Information series

Basic checks can legally be carried out by any employer or voluntary organisation as part of their recruitment process. They can also be required as part of making an insurance claim. For more information, [search for 'basic disclosures' on hub.unlock.org.uk](#).

Types of roles that commonly require them

Supermarkets, delivery companies, and specific areas such as the airport industry and alcohol licences.

What they disclose

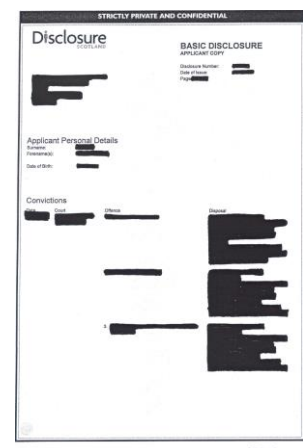
- 'Unspent' criminal records
- For each, it discloses the date of conviction, the court, the offence committed, the date of the offence, and the sentence received.

What they don't disclose

- 'Spent' criminal records, fixed penalty notices, allegations

How they work

- You can apply, or the employer can apply on your behalf (with your consent)
- They cost £25 and are issued by Disclosure Scotland under the laws that apply to your address.
- If all of your convictions are spent, the disclosure will come back 'blank'



How to know whether your convictions are spent

This is worked out by the Rehabilitation of Offenders Act 1974 – see the table below. For more detail, [search for 'Rehabilitation of Offenders Act' on hub.unlock.org.uk](#) or visit www.disclosurecalculator.org.uk.

Sentence/disposal	Adult	Under 18
Prison: Over 4 years	Never spent	Never spent
Prison: Over 30 months, less than (or equal to) 4 years	Sentence + 7 years	Sentence + 3 ½ years
Prison: Over 6 months, less than (or equal to) 30 months	Sentence + 4 years	Sentence + 2 years
Prison: Less than (or equal to) 6 months	Sentence + 2 years	Sentence + 18 months
Community order	Order + 1 year	Order + 6 months
Fine	1 year	1 year