**Criminal Records Check for a HMO Licence Application**

As part of your licence application you are required to provide a Basic Disclosure Certificate. A Basic Disclosure Certificate shows any “unspent” criminal convictions you may have in the United Kingdom. Unspent means you need to declare them.

To apply for your certificate visit <https://www.mygov.scot/basic-disclosure>

The Information that will be stated on your disclosure certificate will be:

* The date it was issued
* Your name
* Your address
* Your date of birth
* Any unspent convictions

The cost of a basic disclosure is £25 and you will need to pay when applying using a credit or debit card.

You will need the following information to hand when you complete your online application:

* Your address details covering the last five years
* Your National Insurance Number

You will need to supply a copy of piece of personal identification which includes your date of birth, such as your:

* Passport
* Driving licence
* Birth certificate
* National Identity Card

You will also need to supply a copy of one of the following, which includes your current address:

* Utility bill
* Rental agreement/mortgage
* Current bank statement
* Doctors letter