

Change of circumstances form

As a registered worker, you are obliged to inform the SSSC about any changes to the information we hold about you. This will help us make sure that we keep the Register up to date. Please use this form to inform the SSSC of any changes in your circumstances.

If you are registered on a part of the Register, other than the part for social workers, and you cease to be employed in a role which makes you eligible for registration on that part of the Register, you must inform us immediately as your name may need to be removed from that part of the Register.

Registered
Name: _____

Registration
Number: _____

Date of
Birth: _____

Name: _____

Employer: _____

Address:
(home)

Address:
(work)

Tel:
(home)

Job Title:

**Mobile
Phone:**

Tel:
(work)

Email:
(home)

Email:
(work)

Any other change:

You also need to tell us about:

- any disciplinary action or findings against you, or any ongoing investigations by an employer or any other body
- any ongoing criminal investigations, any criminal charges which are pending, or any criminal convictions against you; or any alternatives to prosecution you have been offered
- if you are registered with a condition to meet the qualification requirements of registration, you must tell us when you have completed the qualification/s which meet/s the condition.

Date this change is effective from: ____/____/____

Signature: _____ **Date :** ____/____/____

Please enclose a photocopy of any documents that provide evidence of the changes you have told us about overleaf.

Some examples of the documents we need to see are:

Name change after marriage	A photocopy of your marriage certificate, signed as a true copy by a senior representative of your employer
Disciplinary investigation	A letter from you explaining the circumstances, and copies of any relevant documentation from your employer describing the cause for investigation
Criminal investigation	Photocopy of any criminal complaint, petition, conviction or letter about an alternative to prosecution
A change in your employment which leads to a change in the part of the Register which you are eligible for registration on	A letter from your employer confirming your appointment to a post which falls under a different category other than the one upon which you are currently registered
Completion of qualification/s which meet the registration requirements	Evidence from training provider of your satisfactory completion of the course and award of the qualification/s

If you would like advice about the sort of documentary evidence we need, please call our helpline on Lo-call 0845 60 30 891, Monday-Friday 9am-5pm (Wednesday 10am-5pm), or e-mail us at registration@sssc.uk.com

What we will do with the information you send us

The information in this form will be processed by the Council for the purposes described in the Data Protection Act 1998 notice in the 'Application to Register' form you completed and may be disclosed to the third parties mentioned there. By signing and submitting this form you consent to the processing of your personal data as so described.

We may need to contact you for further details or evidence.

Once we have all the information we need, we will change the details we hold about you in the Register.

Where to send this form

Send this form and any supporting documents to:

Registration Team
Scottish Social Services Council
PO Box 10254
Dundee
DD1 4YE

Lo-call	0845 60 30 891
Telephone	01382 207101
Fax	01382 207215
Email	registration@sssc.uk.com
Website	www.sssc.uk.com

