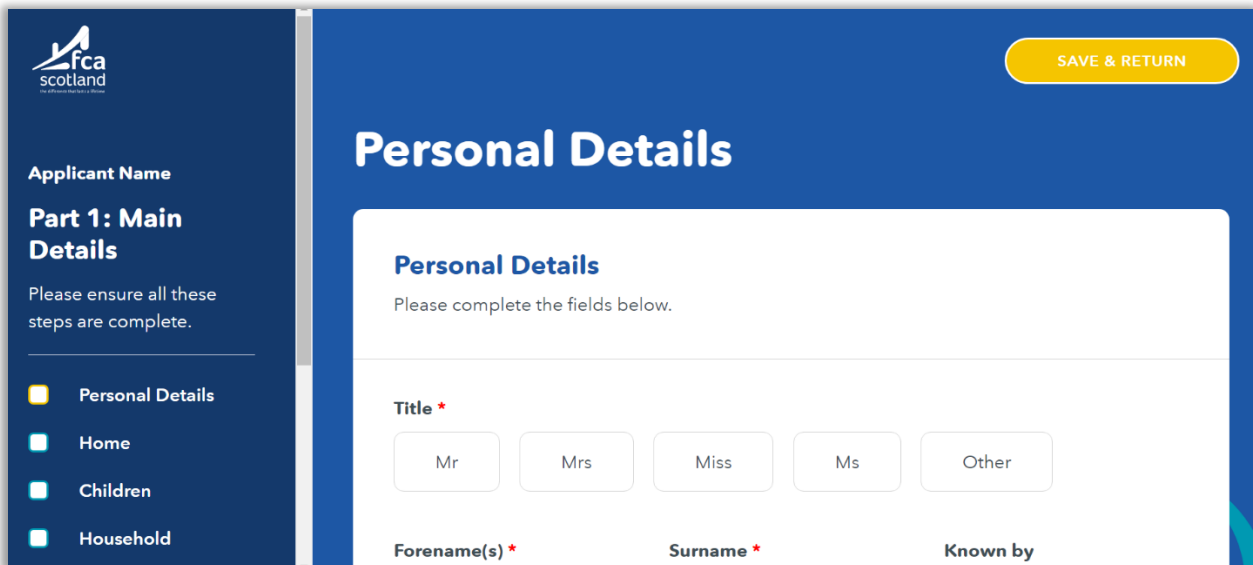


1. Register for your online application by adding your full name, email address and a password.
2. Click to **[Start your application]**.
3. You will then be asked how many applicants are applying. Each applicant will have their own form so their information can be entered separately.
4. Please enter your full name(s) and agree to the Privacy Statement/GDPR to start the form.
5. Once within the form, you will see the different sections listed. You can work through these in order, or select specific pages to complete.



The screenshot shows the 'Personal Details' section of the application form. On the left is a dark blue sidebar with the FCA Scotland logo and a menu with options: 'Personal Details' (highlighted with a yellow square), 'Home', 'Children', and 'Household'. The main content area has a blue header with the title 'Personal Details' and a yellow 'SAVE & RETURN' button in the top right corner. Below the title is a white box containing the heading 'Personal Details' and the instruction 'Please complete the fields below.'. There are three rows of input fields: 'Title *' with buttons for 'Mr', 'Mrs', 'Miss', 'Ms', and 'Other'; 'Forename(s) *'; and 'Surname *'. A 'Known by' label is positioned below the 'Surname' field.

[SAVE & CONTINUE TO NEXT STEP]
button at the bottom will save your progress and move you to the next page of the application form.

[SAVE & RETURN]
button will save your progress and take you back to the main application dashboard.

6. Please make your way through Part 1 of the form, entering the required information.

7. Once Part 1 has been filled in (for both applicants if a joint application), you will be asked to REVIEW the information and then SUBMIT. This will allow you to start Part 2.



Thank you for submitting Part 1 of your application.

Please proceed to Part 2.

Fca Scotland

Application Dashboard

Welcome to our online Fostering Application Form.

Our application form is made up of two parts: **Part 1** contains all main details and **Part 2** contains information for our checks and references. Part 1 must be completed first, which will allow you to move on to complete Part 2.

If this is a joint application, please make sure Part 1 and Part 2 are completed for both applicants.

Applicants

AN Applicant Name Add another applicant

Form Stages

Part 1: Main Details

To progress to Part 2 of the application, all of the data in Part 1 needs to be fully complete for all relevant applicants.

Your application has been saved

Applicant Name 0% EDIT

Part 2: Checks & References Information*

* Part 2 of the application will become available once you have completed and submitted Part 1 for all relevant applicants.

Your application can be saved and returned to as you gather the information you need.

~ Remember to save the link as well as your login details ~

The Application Dashboard shows your progress of completing the form.

You can continue to complete your application by clicking on the applicant name at the top, or the [EDIT] button under the relevant part.

Part 2 of the form will be available once Part 1 has been submitted:

Part 2: Checks & References Information

Please complete Part 2 for all relevant applicants.

Part 1 of your application has been submitted. You can now start Part 2.

Applicant Name 0% EDIT

8. Please make your way through Part 2 of the form.
9. Once Part 2 has been filled in (for both applicants if a joint application), you will be asked to REVIEW the information and then SUBMIT.
10. This will complete your fostering application. We will be in touch with you shortly.