

Guidance on the format of application forms.

RoS introduced a new system, known as Scan and Create, in November of 2008. This system is used to process all non ARTL applications for registration in the Land Register. Application forms and accompanying deeds are electronically scanned at the point of receipt and key information (i.e. parties, price and deed types) captured by Optical Character Recognition (OCR) technology and used to create the Land Register application record.

The purpose of this change is to speed up the daily intake process and allow our staff to complete applications for registration on the basis of the scanned images.

To allow these efficiencies to be realised, an important element in this process is the **quality** of application forms received by solicitors. The Keeper recommends that solicitors use the RoS Forms which are available from our website ros.gov.uk using our eForms services or downloadable pre printed forms. The use of these forms results in a 95% success rate within our recognition software

The Keeper also issues 3rd party licences to companies who produce forms for solicitors. It is

important that these comply with the required standards to allow our OCR software to operate at the efficiency levels required. A large number of the 3rd party forms we receive do not meet the required standard. Due to this our acceptance rate within the recognition software is 69% which then requires additional resource to correct the errors on these forms.

Common Issues that occur with 3rd partly licensed forms are:

Lowercase

All text must be typed in **UPPERCASE** only (no lower case characters should be used) and all characters must fit within the confines of the text boxes. The use of £ signs and commas in monetary fields is also not allowed.

Font

It is important that correct font is used.

The following font styles should be used for populating the form:

- OCR-B font (9pt) - (available for download from website adobe.com)
- Courier 12pt
- Arial 10pt

Please do not use any other font

Handwritten forms

Any forms with handwriting cannot be captured by OCR. Please, wherever possible, refrain from using handwriting on forms.

These issues require additional resource to correct the information captured from your form. Making the changes requested will assist the Keeper in processing your application expediently and efficiently.

For Faster Registration

Use artl
Use eForms
Use OCR-B font (9pt)
Use Capitals in all boxes

Please use the contact below if you have any questions or you would like us to test any updated forms before they are used as your standard form.

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This is the latest in a series of updates to keep you informed on the various aspects of Registers of Scotland's services, policies and procedures. More details can be found at www.ros.gov.uk/updates or by contacting Communications at communications@ros.gov.uk.