



Identity Verification Form (STARPIC PROJECT)

The Code of Practice published by Scottish Ministers under Section 122 of Part V of the Police Act 1997 ensures that the appropriate procedures are adhered to by organisations accessing PVG Scheme information released by Disclosure Scotland.

By signing this form, you are confirming that you have verified the identity of the applicant from **THREE** separate items from the documentation list in the table below. Please ensure this information corresponds correctly to the information contained in the PVG Application form.

The applicant is expected to provide for scrutiny, **THREE** documents from the following lists: one item from **Group 1**,(photographic identification), one from **Group 2** (address verification) and one from **Group 3** (Date of Birth).

Please tick in the appropriate column so we know which ID documents you have seen.

If there are no documents from Group 1 presented then the applicant has been advised to supply a passport sized photograph along with a letter signed and dated by a responsible person (police officer, teacher etc) that states: “I certify that (name of person) residing at (enter address) has been known by me for (enter duration of time)”

Group 1 - Photographic	Tick	Group 2 - Address	Tick	Group 3 – Date of Birth	Tick
<i>Passport</i>		<i>Bank/Building Society Statement</i>		<i>Passport</i>	
<i>Driving Licence</i>		<i>Utility Bill</i>		<i>Driving Licence</i>	
<i>Other Photo identity card (i.e staff identity card, Young Scot card, University ID etc)</i>		<i>Financial statement (credit or store card statement, mortgage or ISA statement)</i>		<i>Birth Certificate</i>	
<i>Photo (signed) & cover letter</i>		<i>Correspondence from Benefits Agency, HMRC or Local Authority</i>			
		<i>Pension or other benefit book .</i>			

Applicants Name (PRINT):	Member Group:	Tel (mobile):
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I, **Chris Cooney** acting on behalf of our youth group as stated above, confirm that I have verified the identity of the applicant in accordance with the Code of Practice. I am aware that it is a criminal offence to make an untrue statement to help obtain a PVG Scheme Record.

Signed:

Date:



LAYC PVG Process

- 1) A named PVG contact from the member organisation will be responsible for carrying out ID verification checks for PG applicants. They will be required to complete the attached PVG Named Contact Form. A Secondary Authorisation will also need to be completed and submitted before LAYC can process PVG applications on behalf of the member group.
- 2) Each time a PG application is submitted to LAYC, the Identity Verification Form & the LAYC PVG application form will need to be submitted to pvgenquiries@layc.org.uk.
- 3) LAYC will then process the application and submit it to Disclosure Scotland. LAYC will email the applicant and named contact with confirmation and the Disclosure Scotland reference number.
- 4) Disclosure Scotland's automatically generated link will be sent to the applicant's email address. The applicant will have 14 days to follow the link and complete the application. After 14 days this link will expire. Please note, it is the applicant's responsibility to complete the application via this link within 14 days.

The information you may be required to enter through this link are:

- Any previous names
 - Mother's maiden name
 - Gender
 - Town/Country of Birth
 - Nationality
 - PVG Membership ID
 - National Insurance Number
 - Driving licence number
 - Telephone number(s)
 - Previous addresses (*if you have lived at your current address for less than 5 years*)
 - Regulated body information i.e. SSSC
 - For existing members, any changes in details since your last PVG application
- 5) LAYC will notify the named contact of the organisation when we receive the PVG and a certificate will also be issued to the applicant. Most PVG applications are completed within 14 days from the date the applicant completes the link sent from Disclosure Scotland. The applicant is responsible for their own certificate as LAYC do not retain copies. The named contact of the organisation is required to confirm to LAYC via email their intent to recruit the individual.
 - 6) An invoice will be issued by LAYC to those organisations applying for PVG's for a paid role.