



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	<i>Tick</i>	Group 2 - Address	<i>Tick</i>	Group 3 – Date of Birth	<i>Tick</i>
<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:	Group: STARPIC PROJECT	Tel (mobile):
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I, **Name Here** 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.

ID REQUIRED ONE FROM EACH CATEGORY

<u>GROUP 1</u>	<u>GROUP 2</u>	<u>GROUP 3</u>
1.Passport 2.Driving Licence 3.Other Photo identity card (i.e staff identity card, Young Scot card, University ID etc)	1.Bank/Building Society Statement 2.Utility Bill 3.Financial statement (credit or store card statement, mortgage or ISA statement)	1.Passport 2.Driving Licence 3.Birth Certificate



Disclosure Scotland are making a change which will allow applicants to access results online instead of receiving paper certificates. This change will be implemented over the coming weeks for all new PVGs processed.

Key points regarding the Online Results Service

The current application process will remain the same. LAYC requires a PVG application form and ID verification form to be sent to pvgenquiries@layc.org.uk

Once the application is complete and the online results are available, the applicant will receive an email from Disclosure Scotland disclosurescotland@notifications.service.gov.uk

In the email confirmation from Disclosure Scotland, the applicant will be asked to create a '[ScotAccount](#)' so that they can view and share their online results.

The applicant will have the option to share the online result electronically with a third party (for example, their employer). Instructions as to how to do so are here - [Share results – Applicant Journey](#)

The applicant's date of birth and T Number (PVG application reference number) are required to view the online results, and you have three attempts to enter this correctly. If the details are entered incorrectly, you must contact the applicant to ask them to re-share their PVG.

These instructions show how to view the applicant's PVG result online - [Viewing Disclosure Results – 3rd Party](#) once the applicant has given their permission to do so.

Once the online result has been opened you will have **15 minutes** to check the information. If you close it within 15 minutes you will not be able to reopen it. If it is left open, it will close automatically in 15 minutes. If more time is needed, you must ask the applicant to re-share. The applicant will be able to share as many times as required