

# Police Act Application

## Guidance for Signatory/Identification Checker

It is the role of the signatory to check that the application is correctly completed, check applicants identification, complete sections E1 to E8 and E13 to E15, complete the Coversheet and (if required) complete a checklist to allow us to assess the position.

Please take time to read the guidance as any errors will cause delays in processing forms. If you need any assistance, please call our office on 01786 849777, choose option 1 and a member of our team will be happy to assist you. Alternatively, you can email your question(s) to [disclosures@volunteerscotland.org.uk](mailto:disclosures@volunteerscotland.org.uk)

### Checking Sections A1 to C2

Please ensure you are referring your applicants to the guidance notes for completion of these sections. You can also use this guidance for detailed information on how these sections should be completed. The guidance for applicants can be found in the information resource section of our website [www.volunteerscotland.org.uk](http://www.volunteerscotland.org.uk)

When submitting application forms, please ensure the date provided in section C2 is less than 6 months ago to ensure information is accurate and up to date. Please note that applications dated more than 6 months ago will be returned to you for amendment by the applicant.

Check that the applicant has fully and correctly completed the application form. All sections highlighted in yellow must be completed and if any sections between B19 and B27 are crossed 'Yes', the subsequent sections relating to that answer must be fully completed. Please note that if an applicant is over 18 and a UK national, they must provide their national insurance number. If the applicant has not received their national insurance number, please attach a note advising of this.

You should pay special attention to sections A1, B13, E1-4 and the driving licence number as these are the areas where errors are most often made. Guidance on how to read a driving licence number is given in the Identification Checking section below.

### Quick Guide

Please complete sections E1 to E8 and E13 to E15. Whoever is responsible for paying for the Disclosure Certificate should complete sections D2-D9. You should clarify this with the applicant. A Coversheet must be completed and submitted with the application. Detailed guidance is given below.

D1-D9 These sections must be completed on all application forms.

### Payment Section for Volunteers

If the applicant is a volunteer but not in a qualifying voluntary organisation or is a student undertaking a work placement which forms part of the course they are studying, you should follow the guidance below for paid staff.

If the applicant is a volunteer in a qualifying voluntary organisation please cross D1 and leave the rest of the payment section blank.

## Payment Section for Paid Staff

Whoever is responsible for paying for the PVG certificate should complete sections D2 to D9. Please let the applicant know who will be responsible for payment.

If the application is for a volunteer in a voluntary organisation which does not qualify for 'free' checks or for a paid position or someone undertaking a student placement which forms part of the course they are studying, you should leave D1 blank and select your method of payment in D2. You can select any method of payment except 'Registered Body Invoice' or 'Cheque'. The 'Invoice' option is not available as this method of payment is used to generate the invoice for the Scottish Government to pay for 'free' volunteer checks.

Payment by cheque is no longer accepted. This will resolve the issue of returning multiple forms, which are paid for by one cheque, when there may only be an issue with one form on that cheque. If this will cause difficulties for your organisation, please call our helpline on 01786 849777.

If you are paying by card, you must provide the card details as requested in sections D4 to D8. If you are paying by voucher, please provide the voucher number in section D9.

The current cost of a Standard or Enhanced certificate is £25.00.

- E1 Please provide the name of the organisation who are recruiting the applicant. This information should match the details we hold for you.

If you are acting as an intermediary organisation and submitting this form on behalf of another organisation (secondary organisation), you should enter the name of the secondary organisation in this section and ensure you have provided a secondary organisation contract for them. If you have not previously sent us the contract, you should send it with the application or the form will be returned to you. Secondary organisation contracts can be found in the Resources section of our website.

- E2 If the applicant will be working or volunteering in a specific project or service within your organisation, you should enter the name of the service and ensure you have provided a checklist for this service. If you have not previously sent us a checklist for the project or service, you should send it with the application or the form will be returned to you. Checklists can be downloaded from the Resources section of our website.

If you have previously sent a checklist for this service, you should not send another as we hold a list of the positions we have assessed for your organisation.

- E3-E4 Please enter the position that the application is for. The name of the position should be descriptive of the work the applicant will be doing E.g. Kitchen Assistant in a care service/Maintenance position in a health service/Admin position in a care service/Adoptive Parent/Adoption Panel Member clearly and concisely describe what the role involves, however Volunteer Helper does not provide any information to allow us to determine that the post meets the criteria for a Standard or Enhanced check.

- E5-E8 Please use the table below to help you correctly complete these sections.

A1	Organisation/Project/Service Area	E5	E6	E7	E8
Standard	Health/Care/Witnesses of Crime/Humane Destruction of Animals	Yes	No	No	No
Enhanced	Prison	Yes	Yes	No	No
Enhanced	Adoption/Adoption Panel/Over 16 in household for Adoption, Fostering, Host Parent,	Yes	Yes	Yes	No

	Childminding (for childminding – only when the individual is over 16 and in the home when the childminding is taking place)				
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## Identification Checking

E13-E15 Please cross the documents you are checking to confirm the identity of the applicant. If you are checking documents other than those specified, you should cross 'Other' and detail the documents in E14 and E15.

If you check the passport, driving licence, national ID card or national entitlement card, please ensure the details of these documents are provided in full in sections B21 to B30. E.g. if you check the applicant's passport, section B21 must be crossed yes, the passport number must be provided in B22 and the country of issue must be given in B23.

It is your responsibility to ensure the person completing the application form is who they say they are by checking their identification. The minimum identification you must check is either

- one document with a photograph and one document with their current home address (please note that this must be 2 separate documents)
- or
- 3 documents, 2 of which must have their current home address (please note that this must be 3 separate documents)

Listed below are examples of documents you can use to check your applicant's identification. The list is not exhaustive and there will be many other documents which you can use.

### Photographic Identification

Passport	Photographic Driving Licence**
National Entitlement Card	Photographic Membership Card
Employee ID Card	Certified Photograph*
Young Scot Card	Student Card

### Address Confirmation

Utility Bill	UK Driving Licence (photo card only)**
Bank Statement	Credit/Store Card Statements
School Letter	Council Letter
Benefit Agency Letter	Financial Statements

If the applicant has recently changed their name and their identification has not yet been changed to their new name, you should check further documents to confirm the name on their identification and their new name. For example, an applicant has recently married but all identification is in their maiden name, you can check the applicant's marriage certificate as supplementary evidence.

\*A certified photograph should be signed and dated by a responsible person (e.g. minister, teacher, line manager) who has known the applicant for a reasonable period of time. The photograph should be accompanied by the statement "I certify that this is a true likeness of [name of applicant] residing at [enter applicant's address] and has been known by me for [enter duration of time]."

### \*\*How to read a UK driving licence number

A UK driving licence is mainly made up of the applicant's names and date of birth. Using the information below will help you to read the driver number and check it against the applicant's names and date of birth.

A	B	C	D	E
MORGA	657054	SM9	LY	35

- A This section is the first 5 letters of the applicant's surname. If the surname has fewer than 5 letters, the remaining spaces will be made up using the number 9 (e.g. MAN99). Please note that for surnames which begin with 'Mac', the 'a' will be removed and the surname will begin 'Mc', irrespective of the following letters of the surname (e.g. Mack will become MCK99).
- B This section is made up using the applicant's date of birth.
- The first and last numbers are the year of birth. In the example above, the year of birth is 1964.
  - The second and third numbers are the month of birth. If the holder is female, 5 is added to the first number of the month (0 will become 5 and 1 will become 6). In the example above, the month is July and the applicant is female. If the applicant was male, the number for July would be 07.
  - The fourth and fifth numbers are the day of birth. In the example above, the day is 5th.
- C This section is made up using the first 2 initials. If there is no middle name, the letter will be replaced with a number. In the example above, the applicant's initials are S and M. Where there is a second initial, the middle name must be provided in section B3/4.
- D These are randomly selected letters.
- E This is the licence issue number. This will increase by one every time the licence is issued.

No further sections of the form should be completed.

Sections E9-E12 and E20-E21 will be completed by us as we are responsible for countersigning the application for you.

### Completing the Coversheet

The coversheet is used to check that only those entitled to access disclosure information are requesting it. When we receive the coversheet, we will check that the name, codes and signature provided match those held by us.

You will need to list each applicant in the grid provided on the coversheet and enter 'P' in the box headed 'Retrospective/New/Police Act'.

#### Next Steps

- Check that the applicant has fully and correctly completed the application form. All sections highlighted in yellow must be completed.
- If any sections between B19 and B27 are crossed 'Yes', the subsequent sections relating to that answer must be fully completed e.g. if the applicant has crossed 'Yes' at section B21, they must provide their passport number in B22 and the country their passport was issued in must be provided in B23.
- You should pay special attention to sections A1, B13, E1-4 and the driving licence number as these are the areas where errors are most often made.
- Complete the Coversheet. Please ensure the Enrolled Body Code, Signatory Code, Signatory Name, Name of Organisation and Signatory Signature are completed by a Signatory who is enrolled with us.

- Complete a checklist (if required). You can submit a job description if you feel this would help us to assess the post.
- Attach payment (if required).
- Send the application form, coversheet, payment (if required) and checklist (if required) to us at Jubilee House, Forthside Way, Stirling, FK8 1QZ