

Scottish Archery
PVG Scheme Record Coversheet



Name of Club:	Signatory name:
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Name	Position applied for CWPO or Athlete Support Personnel	Satisfactory references	Scheme Record	Scheme Record Update	Retrospective check	Application Ref No	Birth Cert	Passport	Driving Licence	Driving Licence (No Photo)	Other (Give details – see below for acceptable documentation)	Date Received (For SAA CPO use only)
Example - Joe Bloggs	A	Y	Y			1234 5678 9012 3456	X	X	X			
Example - Fred Bloggs	C	Y		Y		1234 4568 8521 1478		X	X		Utility bill	

Signatory's Signature:

Date:

This guidance has been prepared by Volunteer Scotland Disclosure Services to assist collators, lead and additional signatories to correctly verify the identity of applicants. Where Disclosure Services cannot be satisfied that sufficient checks have been undertaken or that the applicant's identification cannot be satisfactorily confirmed, we can refuse to counter sign the application form.

Under the agreement between Disclosure Services and enrolled organisations, it is the responsibility of collators and signatories to take all reasonable steps to ensure that the applicant is who they claim to be.

A Signatory is therefore responsible for ensuring sufficient ID documents have been seen and are entitled to request as many forms of identification as they feel necessary to satisfy themselves that there has been no theft or manipulation of the applicant's identity.

Similarly, acceptance of a person's identification by a signatory does not place any obligation on us to accept this statement as being true and, if deemed necessary, we can require further checks to be undertaken by the signatory or refrain from counter signing the application.

Original documents will always carry greater weight than copies because copies can more easily be manipulated. At a minimum it is essential that you provide at least one item of photographic evidence (for physical identification purposes) and two separate items of address related evidence (to verify the applicant's present address), unless it is a new style photographic drivers licence – see para "Photographic Drivers Licence" below.

The following lists are provided for your guidance. Lead and additional signatories should initially seek evidence of identity from amongst the items suggested. There may be other appropriate forms of identification that you can also rely on. If you are in doubt please contact us.

Range of Possible Photographic Verification that may be used

1. Passport (e.g. UK or other country);
2. Driving licence with photograph;
3. Other forms of photo ID - **CURRENT**; UK Government Department Pass/Card, Employee ID Card, NHS Scotland ID Card, Armed Forces ID Card, National Union Student ID, University ID, Young Scot Card

Range of Possible Address Verification documentation that may be used

Please note that the address information should detail the current address.

1. Bank or building society statement (**within last 3 months**)
2. A utility bill (**within last 3 months**)
3. Credit or store card statement (**within last 3 months**)
4. Financial statement (e.g. Mortgage, Personal loan papers, ISA)(**within last 3 months**)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment Services; central or local/government departments) (**within last 3 months**)
6. Pension or other benefits book

7. Visa
8. Work Permit
9. Driving licence without photograph

Suggested Alternative Range of Forms of Identification that can be used to Support Photographic and Address Verification:

- Current National Savings Card
- Current Building Society Account Book/Card
- Current Trade Union Membership Card
- Current Council Rent Book
- Current Bank Giro
- Cheque Guarantee Card Combined with Current Personal Cheque Book
- Scottish Qualifications Authority - Registration No. (School students)
- Degree Certificate; HND; HNC; Professional Qualification; NVQ/SVQ (granted by a UK University,
- Current Credit/Debit Card
- Current AA/RAC Card
- Current Form BF7 (Benefits Agency)
- European Health Insurance Card (E11)

Where you cannot provide Photographic Evidence of Identity (Passport etc)

If the applicant does not have the required documentation for photographic evidence (physical ID) then they should supply a passport sized photograph and a letter signed and dated by a responsible person (school guidance teacher; minister of religion; line manager etc) which states "***I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time]. Sign, insert address and date.***" Please note this letter should not be completed by the same person countersigning the Disclosure Services multiple cover sheet.