**GAELIC GAMES COUNCIL OF BRITAIN**

Identification Checking for PVG (Scotland only) for UK, EEA and

volunteers from Non-EEA countries.

Details of the PVG Privacy Notice can be found at:

<https://www.mygov.scot/disclosure-scotland-privacy/>

Details of how to complete the PVG application can be found at:

<https://www.volunteerscotland.net/for-volunteers/disclosure-checks/how-to-complete-your-disclosure-forms/>

As part of your role in supporting a member complete a PVG application form it is also your responsibility to ensure the person completing the application form is who they say they are by checking their identification and completing the coversheet. The minimum identification you must check is either one document with a photograph and one document with their current home address or 3 documents (not photographic), 2 of which must have their current home address.

The following lists are provided for your guidance. **Only original documents must be produced – photocopies are not allowed. Evidence of change of name(s) should also be seen – eg.** Marriage certificate, adoption certificate etc.

**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.

**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 the last 3 months)

2. A Utility bill (within the last 3 months)

3. Credit or store card statement (within the last 3 months)

4. Financial statement (e.g. mortgage, personal loan, ISA) (within the last 3 months)

5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment services, central or local/government departments (within the last 3 months)

6. Pension or other benefit books

7. Visa

8. Work permit

9. Driving Licence without photograph

Where you cannot provide Photographic evidence of Identity i.e. passport If the applicant does not have the required documentation for photographic evidence then they should supply a passport sizes 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.”

**Photographic Driving Licence** – The new style photographic drivers’ licence which contains address information would satisfy as photographic evidence and present address verification.