**GAELIC GAMES COUNCIL OF BRITAIN**

Identification Checking for PVG (Scotland only) for

PAID or STUDY members 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 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

**Addresses for at least 5 continuous years must be recorded.**

**An applicant who is undertaking paid work/study who is not a national of the UK or European Economic Area (EEA) must be able to show**:

• one primary document; and

• two further supporting documents from Group 1, 2a or 2b. Important information to note

• At least one of the documents must show the applicant’s current UK address

• All documents from the Primary documents, Group 1 and 2a list must be in the applicant’s full current legal name and should verify the identity of the applicant

• Documents from Group 2b must be in the applicant’s current legal name, however, may not include all forenames (i.e. middle names)

• Photocopies or documents printed from the internet are not acceptable

• Any identity provided in a foreign language must have a notarised translation

**Primary Documents**

* A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
* A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
* A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
* A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
* A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
* A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
* A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
* An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
* A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

**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.