

BASELINE PERSONNEL SECURITY STANDARD

FORMS OF IDENTITY NEEDED (ONE OF EACH REQUIRED)

1. Photographic identity – i.e. passport, driving license.

A photocopy can be used if signed by club sponsor or gym staff as a certified copy. If you do not have any formal means of proving photographic ID you can use a passport sized photograph which can be signed on the back.

2. Proof of address – i.e. utility bill, bank statement.

A photocopy can be used if signed by club sponsor or gym staff as a certified true copy.

3. Proof of character - Disclosure Scotland Certificate. A photocopy can be used if signed by club sponsor or gym staff as a certified true copy.

This certificate cannot be used as a form of identity. A new certificate will be needed every three years to comply with Defence Vetting Agency standards.

4. If you have security clearance from the Defence Vetting Agency you do not have to produce any of the above.

Serving police officers do not need a Disclosure Scotland Certificate.

PASS APPLICATION PROCEDURE

- 1. Application forms can be collected from club sponsor (club members) or Gym office (gym members).**
- 2. Application forms should be returned via club sponsor (club members) or directly to Gym staff (gym members).**
- 3. Applications require:**
 - a. Photo ID**
 - b. Proof of address**
 - c. Proof of character i.e. Valid Disclosure Scotland certificate or evidence of MOD vetting clearance.**
 - d. Payment.**
 - e. Photograph to be taken at Main Gate.**
- 4. Pass applications will be processed and passes will be made available from the Main Gate (approx 7-10 days).**