BPSS Amiqus Request Form

Who should complete this form?

This form should be completed by the Scottish Government manager/contact. Please ensure you are using the most up to date version available on Saltire.

You must be satisfied that there is a genuine business requirement for the applicant to undergo BPSS checks.

If an applicant is based outside of the UK please notify Personnel Security in the email along with this form. Please provide any communication regarding approval of BPSS for an overseas applicant and if they require access to SCOTs.

Basic Disclosure (UK Applicants Only)

Please confirm below if the applicant has a Basic Disclosure dated within the last 3 months. Select YES if the applicant has a Basic Disclosure dated within the last 3 months, or has recently applied for one.

Select NO (or leaving this blank) means that the applicant will be sent a link to apply for their Basic Disclosure through Amiqus and they will be charged £25. If they do not have a valid BD we recommend that they apply for it through Amiqus as it is faster.

Next Steps

1. Share the Amiqus applicant guidance with the applicant before submitting a request to Personnel Security. This will ensure the applicant knows what to expect and will avoid delays to processing clearance.
2. Complete an Amiqus request form and email the form to the BPSS mailbox with “NEW BPSS REQUEST” in the subject line. The form must be sent from a Scottish Government or SG Agency email address and there is a limit of two forms per email. Multiple attachments must share the same Employer and Sponsor.
3. Personnel Security will send a request for pre-employment checks to the applicant through a secure link in Amiqus within two working days of receiving the form. You’ll receive an email from the team to confirm the request is sent.
4. The applicant must complete the request and upload all required documentation within 10 calendar days.
5. If the applicant doesn’t complete the request within 10 calendar days the link will expire. If the link expires, the applicant must email bpss@gov.scot to request a new link.
6. Personnel Security will grant clearance within 20 working days if all documents are received in Amiqus. If it’s been more than 20 working days since the request was submitted, you should follow up with the applicant directly before contacting bpss@gov.scot.
7. The BPSS clearance email will be sent to the applicant’s Scottish Government sponsor, employer and to the applicant.

Please do not follow up with the Personnel Security team on the status of an application if you have received confirmation that the request has been sent. If you require an update on the status of an application, follow up with the applicant in the first instance.

Please only submit IT and SCOTS account after BPSS clearance has been granted.

Physical Documents

The Personnel Security team reserve the right to request applicants to submit physical documents to be inspected by the team. Physical documents will be requested to be sent to Saughton House in cases where Amiqus is unable to verify the applicant’s identity or for audit purposes. If the applicant refuses to submit their physical documentation when requested they will not be granted full BPSS clearance.

SG Sponsor:

Completed by the SG or Agency Sponsor

| Name |  |
| --- | --- |
| Grade |  |
| Directorate |  |

About the Employer (leave blank if SG is also the employer):

Completed by the Employer / Umbrella (e.g. Mitie)

| Organisation name | NAME OF ORGANISATION |
| --- | --- |
| Contact email | HR/Payroll, or line manager |
| Applicant Contract type | .. of the applicant(s) |

BPSS Applicant 1

Completed by the Employer / Umbrella (e.g. Mitie)

| Name (with middle names as on photo ID) |  |
| --- | --- |
| Surname |  |
| Date of Birth |  |
| Nationality |  |
| E-Mail Address | APPLICANT’S email address |
| Role |  |
| Do they have a valid UK or Irish passport? | YES/NO |
| Do they have a Basic Disclosure dated within the last 3 months? | - Mark YES if the applicant can provide the certificate AND the certificate is less than 3 months old  - Mark YES if the applicant is currently awaiting the arrival of a certificate (i.e. they have recently applied)  - Mark NO if the applicant does not have, nor has applied for a certificate, in the past 3 months  - Mark NO Overseas if the applicant has an Overseas CRC or is yet to obtain one |

BPSS Applicant 2

Completed by the Employer / Umbrella (e.g. Mitie)

| Name (with middle names as on photo ID) |  |
| --- | --- |
| Surname |  |
| Date of Birth |  |
| Nationality |  |
| E-Mail Address |  |
| Role |  |
| Do they have a valid UK or Irish passport? |  |
| Do they have a Basic Disclosure dated within the last 3 months? |  |

BPSS Applicant 3

Completed by the Employer / Umbrella (e.g. Mitie)

| Name (with middle names as on photo ID) |  |
| --- | --- |
| Surname |  |
| Date of Birth |  |
| Nationality |  |
| E-Mail Address |  |
| Role |  |
| Do they have a valid UK or Irish passport? |  |
| Do they have a Basic Disclosure dated within the last 3 months? |  |

BPSS Applicant 4

Completed by the Employer / Umbrella (e.g. Mitie)

| Name (with middle names as on photo ID) |  |
| --- | --- |
| Surname |  |
| Date of Birth |  |
| Nationality |  |
| E-Mail Address |  |
| Role |  |
| Do they have a valid UK or Irish passport? |  |
| Do they have a Basic Disclosure dated within the last 3 months? |  |

BPSS Applicant 5

Completed by the Employer / Umbrella (e.g. Mitie)

| Name (with middle names as on photo ID) |  |
| --- | --- |
| Surname |  |
| Date of Birth |  |
| Nationality |  |
| E-Mail Address |  |
| Role |  |
| Do they have a valid UK or Irish passport? |  |
| Do they have a Basic Disclosure dated within the last 3 months? |  |

BPSS Applicant 6

Completed by the Employer / Umbrella (e.g. Mitie)

| Name (with middle names as on photo ID) |  |
| --- | --- |
| Surname |  |
| Date of Birth |  |
| Nationality |  |
| E-Mail Address |  |
| Role |  |
| Do they have a valid UK or Irish passport? |  |
| Do they have a Basic Disclosure dated within the last 3 months? |  |

BPSS Applicant 7

Completed by the Employer / Umbrella (e.g. Mitie)

| Name (with middle names as on photo ID) |  |
| --- | --- |
| Surname |  |
| Date of Birth |  |
| Nationality |  |
| E-Mail Address |  |
| Role |  |
| Do they have a valid UK or Irish passport? |  |
| Do they have a Basic Disclosure dated within the last 3 months? |  |