**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.

* Please only complete this form typewritten. Hand written forms will not be accepted.
* After one failed application attempt, written confirmation from the SG Sponsor/Employer and Applicant will be required prior to a re-submitted application being accepted.

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 (BPSS@gov.scot) 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 will receive an email from the team to confirm the request has been sent.
4. The applicant must complete the request and upload all required documentation within 10 calendar days.
5. **If the applicant does not 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 to be issued.
6. Personnel Security will grant clearance within 10 working days if all documents are received in Amiqus. If it’s been more than 10 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.

**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.

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

**SG Sponsor:**

*Completed by the SG or Agency Sponsor*

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Grade | Click or tap here to enter text. |
| Directorate | Click or tap here to enter text. |

**About the Employer**

(leave blank if SG is also the employer):

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

|  |  |
| --- | --- |
| Organisation Name (Name of Organisation) | Click or tap here to enter text. |
| Contact Email (HR/Payroll or Line Manager) | Click or tap here to enter text. |
| Applicants Contract Type | Click or tap here to enter text. |

Maximum **7** candidates per application.

**Please complete a new application for additional candidates.**

**BPSS Applicant 1**

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

| **Forename(s)****(as on photo ID):** | Click or tap here to enter text. |
| --- | --- |
| **Surname:** | Click or tap here to enter text. |
| **Date of Birth:**  | Click or tap to enter a date. | **Nationality:** | Click or tap here to enter text. |
| **E-Mail Address of Applicant:** | Click or tap here to enter text. |
| **Role:** | Click or tap here to enter text. |
| **Clearance Required:**  | * Mark **BPSS** if candidate resides in the UK
* Mark **BPSS(O)** if they reside overseas
 | Choose an item. |
| **Do they have a VALID UK or Irish passport? \*** | Choose an item. |  |
| **Non UK or Irish passport?:** (please specify) | Click or tap here to enter text. | Does applicant have ‘Settled Status’ under EU Settlement Scheme? (EUSS) | Choose an item. |
| **Do they have a Basic Disclosure dated within the last 3 months?** | * Select ‘**YES**’ if the applicant can provide the certificate **AND** the certificate is less than 3 months old **or** if they have recently applied for a certificate.
* Select ‘**NO**’ if the applicant does not have, nor has applied for a certificate, in the past 3 months **OR**
* Select ‘**NO – Overseas**’ if the applicant has an Overseas CRC or is yet to obtain one
 | Choose an item. |
| **Additional Comments.** Please provide any further information you feel is relevant to support the application. | You may wish to include* Is the application a BPSS Clearance Renewal?
* Is the application for a BPSS(O) to BPSS candidate

*(that is one who has now landed or is soon to arrive in the UK.*Click or tap here to enter text. |

**BPSS Applicant 2**

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

| **Forename(s)****(as on photo ID):** | Click or tap here to enter text. |
| --- | --- |
| **Surname:** | Click or tap here to enter text. |
| **Date of Birth:**  | Click or tap to enter a date. | **Nationality:** | Click or tap here to enter text. |
| **E-Mail Address of Applicant:** | Click or tap here to enter text. |
| **Role:** | Click or tap here to enter text. |
| **Clearance Required:**  | * Mark **BPSS** if candidate resides in the UK
* Mark **BPSS(O)** if they reside overseas
 | Choose an item. |
| **Do they have a VALID UK or Irish passport? \*** | Choose an item. |  |
| **Non UK or Irish passport?:** (please specify) | Click or tap here to enter text. | Does applicant have ‘Settled Status’ under EU Settlement Scheme? (EUSS) | Choose an item. |
| **Do they have a Basic Disclosure dated within the last 3 months?** | * Select ‘**YES**’ if the applicant can provide the certificate **AND** the certificate is less than 3 months old **or** if they have recently applied for a certificate.
* Select ‘**NO**’ if the applicant does not have, nor has applied for a certificate, in the past 3 months **OR**
* Select ‘**NO – Overseas**’ if the applicant has an Overseas CRC or is yet to obtain one
 | Choose an item. |
| **Additional Comments.** Please provide any further information you feel is relevant to support the application. | You may wish to include* Is the application a BPSS Clearance Renewal?
* Is the application for a BPSS(O) to BPSS candidate

*(that is one who has now landed or is soon to arrive in the UK.*Click or tap here to enter text. |

**BPSS Applicant 3**

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

| **Forename(s)****(as on photo ID):** | Click or tap here to enter text. |
| --- | --- |
| **Surname:** | Click or tap here to enter text. |
| **Date of Birth:**  | Click or tap to enter a date. | **Nationality:** | Click or tap here to enter text. |
| **E-Mail Address of Applicant:** | Click or tap here to enter text. |
| **Role:** | Click or tap here to enter text. |
| **Clearance Required:**  | * Mark **BPSS** if candidate resides in the UK
* Mark **BPSS(O)** if they reside overseas
 | Choose an item. |
| **Do they have a VALID UK or Irish passport? \*** | Choose an item. |  |
| **Non UK or Irish passport?:** (please specify) | Click or tap here to enter text. | Does applicant have ‘Settled Status’ under EU Settlement Scheme? (EUSS) | Choose an item. |
| **Do they have a Basic Disclosure dated within the last 3 months?** | * Select ‘**YES**’ if the applicant can provide the certificate **AND** the certificate is less than 3 months old **or** if they have recently applied for a certificate.
* Select ‘**NO**’ if the applicant does not have, nor has applied for a certificate, in the past 3 months **OR**
* Select ‘**NO – Overseas**’ if the applicant has an Overseas CRC or is yet to obtain one
 | Choose an item. |
| **Additional Comments.** Please provide any further information you feel is relevant to support the application. | You may wish to include* Is the application a BPSS Clearance Renewal?
* Is the application for a BPSS(O) to BPSS candidate

*(that is one who has now landed or is soon to arrive in the UK.*Click or tap here to enter text. |

**BPSS Applicant 4**

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

| **Forename(s)****(as on photo ID):** | Click or tap here to enter text. |
| --- | --- |
| **Surname:** | Click or tap here to enter text. |
| **Date of Birth:**  | Click or tap to enter a date. | **Nationality:** | Click or tap here to enter text. |
| **E-Mail Address of Applicant:** | Click or tap here to enter text. |
| **Role:** | Click or tap here to enter text. |
| **Clearance Required:**  | * Mark **BPSS** if candidate resides in the UK
* Mark **BPSS(O)** if they reside overseas
 | Choose an item. |
| **Do they have a VALID UK or Irish passport? \*** | Choose an item. |  |
| **Non UK or Irish passport?:** (please specify) | Click or tap here to enter text. | Does applicant have ‘Settled Status’ under EU Settlement Scheme? (EUSS) | Choose an item. |
| **Do they have a Basic Disclosure dated within the last 3 months?** | * Select ‘**YES**’ if the applicant can provide the certificate **AND** the certificate is less than 3 months old **or** if they have recently applied for a certificate.
* Select ‘**NO**’ if the applicant does not have, nor has applied for a certificate, in the past 3 months **OR**
* Select ‘**NO – Overseas**’ if the applicant has an Overseas CRC or is yet to obtain one
 | Choose an item. |
| **Additional Comments.** Please provide any further information you feel is relevant to support the application. | You may wish to include* Is the application a BPSS Clearance Renewal?
* Is the application for a BPSS(O) to BPSS candidate

*(that is one who has now landed or is soon to arrive in the UK.*Click or tap here to enter text. |

**BPSS Applicant 5**

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

| **Forename(s)****(as on photo ID):** | Click or tap here to enter text. |
| --- | --- |
| **Surname:** | Click or tap here to enter text. |
| **Date of Birth:**  | Click or tap to enter a date. | **Nationality:** | Click or tap here to enter text. |
| **E-Mail Address of Applicant:** | Click or tap here to enter text. |
| **Role:** | Click or tap here to enter text. |
| **Clearance Required:**  | * Mark **BPSS** if candidate resides in the UK
* Mark **BPSS(O)** if they reside overseas
 | Choose an item. |
| **Do they have a VALID UK or Irish passport? \*** | Choose an item. |  |
| **Non UK or Irish passport?:** (please specify) | Click or tap here to enter text. | Does applicant have ‘Settled Status’ under EU Settlement Scheme? (EUSS) | Choose an item. |
| **Do they have a Basic Disclosure dated within the last 3 months?** | * Select ‘**YES**’ if the applicant can provide the certificate **AND** the certificate is less than 3 months old **or** if they have recently applied for a certificate.
* Select ‘**NO**’ if the applicant does not have, nor has applied for a certificate, in the past 3 months **OR**
* Select ‘**NO – Overseas**’ if the applicant has an Overseas CRC or is yet to obtain one
 | Choose an item. |
| **Additional Comments.** Please provide any further information you feel is relevant to support the application. | You may wish to include* Is the application a BPSS Clearance Renewal?
* Is the application for a BPSS(O) to BPSS candidate

*(that is one who has now landed or is soon to arrive in the UK.*Click or tap here to enter text. |

**BPSS Applicant 6**

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

| **Forename(s)****(as on photo ID):** | Click or tap here to enter text. |
| --- | --- |
| **Surname:** | Click or tap here to enter text. |
| **Date of Birth:**  | Click or tap to enter a date. | **Nationality:** | Click or tap here to enter text. |
| **E-Mail Address of Applicant:** | Click or tap here to enter text. |
| **Role:** | Click or tap here to enter text. |
| **Clearance Required:**  | * Mark **BPSS** if candidate resides in the UK
* Mark **BPSS(O)** if they reside overseas
 | Choose an item. |
| **Do they have a VALID UK or Irish passport? \*** | Choose an item. |  |
| **Non UK or Irish passport?:** (please specify) | Click or tap here to enter text. | Does applicant have ‘Settled Status’ under EU Settlement Scheme? (EUSS) | Choose an item. |
| **Do they have a Basic Disclosure dated within the last 3 months?** | * Select ‘**YES**’ if the applicant can provide the certificate **AND** the certificate is less than 3 months old **or** if they have recently applied for a certificate.
* Select ‘**NO**’ if the applicant does not have, nor has applied for a certificate, in the past 3 months **OR**
* Select ‘**NO – Overseas**’ if the applicant has an Overseas CRC or is yet to obtain one
 | Choose an item. |
| **Additional Comments.** Please provide any further information you feel is relevant to support the application. | You may wish to include* Is the application a BPSS Clearance Renewal?
* Is the application for a BPSS(O) to BPSS candidate

*(that is one who has now landed or is soon to arrive in the UK.*Click or tap here to enter text. |

**BPSS Applicant 7**

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

| **Forename(s)****(as on photo ID):** | Click or tap here to enter text. |
| --- | --- |
| **Surname:** | Click or tap here to enter text. |
| **Date of Birth:**  | Click or tap to enter a date. | **Nationality:** | Click or tap here to enter text. |
| **E-Mail Address of Applicant:** | Click or tap here to enter text. |
| **Role:** | Click or tap here to enter text. |
| **Clearance Required:**  | * Mark **BPSS** if candidate resides in the UK
* Mark **BPSS(O)** if they reside overseas
 | Choose an item. |
| **Do they have a VALID UK or Irish passport? \*** | Choose an item. |  |
| **Non UK or Irish passport?:** (please specify) | Click or tap here to enter text. | Does applicant have ‘Settled Status’ under EU Settlement Scheme? (EUSS) | Choose an item. |
| **Do they have a Basic Disclosure dated within the last 3 months?** | * Select ‘**YES**’ if the applicant can provide the certificate **AND** the certificate is less than 3 months old **or** if they have recently applied for a certificate.
* Select ‘**NO**’ if the applicant does not have, nor has applied for a certificate, in the past 3 months **OR**
* Select ‘**NO – Overseas**’ if the applicant has an Overseas CRC or is yet to obtain one
 | Choose an item. |
| **Additional Comments.** Please provide any further information you feel is relevant to support the application. | You may wish to include* Is the application a BPSS Clearance Renewal?
* Is the application for a BPSS(O) to BPSS candidate

*(that is one who has now landed or is soon to arrive in the UK.*Click or tap here to enter text. |

**PLEASE COMPLETE A NEW APPLICATION FOR ADDITIONAL CANDIDATES.**