

SLS Guide to Applying for BPSS Amiquis Clearance

One Amiquis Request Form needs to be completed for each individual accessing Safe Setting

PART A – completing the BPSS Amiquis Request Form

1. Complete the [Baseline Personnel Security Standard \(BPSS\) Amiquis Request Form](#) downloadable from the SLS website.
2. You only need to complete the boxes that say 'Employer' (your organisation, your supervisor's email address, Contract Type = 'contractor') and complete the box 'BPSS Applicant 1'. Your name must be as it appears on whichever photo ID you choose to use for the application. If you have Basic Disclosure valid within the past 3 months, you will need to indicate that on the form.
3. Email the form to Greg.Blackadder@nrscotland.gov.uk who will complete the rest.
4. You will then receive a link from Amiquis to apply (from: no-reply@amiquisid.co)

PART B – Initiating the link and completing the security clearance process

5. **Read THIS GUIDE completely before initiating the link** from Amiquis. Also read the guidance sent from Amiquis. The link will be valid for 10 calendar days. Once started, if you need to leave and come back to the application, use the same link from the email, which should ask you to 'continue request' when you select it. If the link expires you will need to email bpss@gov.scot to request a new link.
6. You will need approximately 30 minutes, uninterrupted to complete the application.
7. You will require a smartphone, laptop or other device with a camera, to take a photo during the application process. Ensure the camera is enabled on your chosen device.
8. You need to open the email and initiate the application link **on the device you will use to take the ID photo**. The ID photo is a live photo and you may need to display a unique 5 digit reference number (don't worry if this step does not happen as the process may have changed slightly). In this section you also need to upload a photo of your chosen photo ID document (passport, driving licence or national identity card).
9. Have your documents ready before you begin. The guidance document that comes with the application link details acceptable documents for each section. Passport may be used for both photo ID and proof of nationality.
10. If you do not have basic disclosure (valid within the last 3 months) you will also need a debit or credit card to pay £25 for the disclosure check. You can claim this back from the SLS after submission (detailed at the end of this document).
11. If, during the process, you are given a unique 5 digit reference number during the identification stage, you will need to write this number down, so have an A4 sheet of paper or large post-it and marker pen ready. You will need to hold the paper with the unique number in front of you while you take a photo when prompted. This is awkward on your own and the prompt automatically switches your phone to selfie mode. For this reason, this step may now have been removed from the process. You can fold the A4 sheet so it can stand on a desk in front of you as long as both the number and your face are clear and the number is approximately at chest level or below your chin level.

Alternatively, you could attach the reference number to your clothing with a safety pin at chest level or use a large post-it sticky note. This photo does not need to be against a white background but has to be clear. Do not be concerned that the unique number appears mirror image in the photo. NB - This is not the photo that will be used on your badge.

12. If your passport does not stay open at the photo page, use a couple of paperclips to hold your passport open by clipping the pages underneath to some sheets of paper so that the paperclips are not visible. Otherwise, it is difficult to hold your passport flat while taking a photo as your fingers must not be visible on the page edges.
13. If you do not intend to use your driving licence as a form of ID, do not answer 'yes' when you are asked if you have a drivers licence. If you answer 'yes' you will need to provide your driving licence number. If the number is not accepted (eg oversees licence), you will not be able to proceed.
14. During the process, in order to take photos or upload images you select 'add file' and then select 'camera' to take photos of ID docs.
15. Some of the 'further info' links do not have a back button, so read the guidance thoroughly beforehand. If you need to check further info and there is no back arrow, use the history button on your browser. Careful, in case you accidentally come out of the application process. If you come out of the process, use the link in the email to resume.
16. Before applying, you will need to know the month and year that you moved to your current address and your address history dates for the last 5 years.
17. You need the month and year when you started work. Just select 'to present' box and the 'until date' box will disappear.
18. You need the contact number of your supervisor and their email address.
19. The Amicus system does not appear to accept the ed.ac.uk email address at the point of payment (for receipt of payment). It is likely to be the same issue for other university email addresses. The system will accept a personal email address such as a Gmail address. Amicus accepts the ed.ac.uk address in the other sections of the application process. You need the receipt to claim back the £25 from the SLS.
20. If you submit your payment and nothing happens, scroll to top of the page/screen (do not press submit again) to check for any issues. The 'issue' message will appear at the top of the screen and not necessarily beside the box with the issue – for example, the 'invalid email address' message appeared at the top of the screen, when inputting the 'ed.ac.uk' email address for the payment receipt. The message did not appear beside the email box where you would expect to find it, so it is not obvious.
21. If you are a UK citizen, scroll down for the UK selection in any drop down menus.
22. You will receive an email from 'OPSEC' when your security clearance has been granted. As this will be a standard email to a wider organisation, it will include a line around sending a photo for your badge. **This is not applicable to SLS researchers, only SLS staff. Researchers will not receive a badge and this request can be ignored by researchers. The only photo required is in the Amicus process to compare your identity to your passport/driving licence. For staff, follow the instructions in the email regarding a photo for your badge.**

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23. When you receive an email from OPSEC to grant clearance, please forward it to Greg.Blackadder@nrscotland.gov.uk and Angela.Fallon@ed.ac.uk

Helpful FAQs of appropriate ID and troubleshooting advice can be found on the [Amicus Website FAQs](#)

Claiming back the £25 Fee

Procedure for SLS Researchers

Email angela.fallon@ed.ac.uk to ask for an Expense Claim Form for BPSS. When you receive the claim form, complete the personal details section with your name, address, bank details and claim amount and return it to Angela with your receipt. Angela will complete the form with the relevant codes and submit to the University of Edinburgh Finance Team on your behalf.

Procedure for SLS Researchers who are University of Edinburgh Staff Members and SLS Staff Members:

You will need to claim through People & Money Expenses. Follow the steps below to make Angela Fallon a temporary delegate for your expenses and this will enable Angela to charge against the SLS grant on your behalf.

1. Login to P&M and select the expenses icon
2. when Expenses window opens, top right in the black strip there is a wheel for the settings icon
3. Select the wheel and you will see a drop down menu.
4. Select 'Manage Delegates'
5. A 'Manage Delegates and Permissions' box will open which may already show some finance team names
6. Top left of the box there is a grey + sign - select that to add me.
7. Type Angela Fallon in the 'Person' box and it should find me and my email address.
8. Select my name when it appears and Save (top right)

When you have completed these steps, email Angela with your payment receipt. After you have received the reimbursement, remove her from your 'Manage Delegates and Permissions' box.