

## Pass application

### Details for applying for a permanent pass to access HMS Sultan to fish the moat

The rules for access to HMS Sultan are that non service personnel are required to apply for an amenities pass utilising the form on the following pages. (note this not available to Southwick Lake season ticket holders). Please note the type of referees required (not a friend that you have only known for a couple of years).

Fill in parts 2 and 4 **only** of the application form, return it to me

PTE Luke Vincent  
HQ1 HMS SULTAN  
MILITARY RD  
GOSPORT  
PO12 3BY

On receipt of your application I will send a form to your nominated referees. Once they have filled them in and returned them to me I will contact you to come in and complete the remainder of the application process. This will involve you bringing in “Certification of Identity” as listed in para 3 and signing a “Criminal Record Declaration”.

On successful completion of the paperwork you will be able to go to HQ1, where they will take your photo (digitally) and issue your pass, which will be valid for one year (they will also issue you with a car pass if you ask).

Any questions/queries on this process please give me

a ring:- Work 023 92 542261

Luke Vincent  
(Sponsor)

## RESTRICTED-STAFF (when completed)

### **HMS SULTAN SPORTS/CLUBS Basic Check Verification Record (BCVR)**

#### Reference

JSP 440 Part 6 Section 2 Chapter 1

#### **PART 1 – CLUB/AMENITY**

Date of application: .....

Club to which pass applies: **Portsmouth RN&RM Coarse Angling Association**.....

Start Date: .....

#### **PART 2 - APPLICANT DETAILS**

Surname: ..... Forenames: .....

Address: .....

Home Telephone Number: .....

Date of Birth: ..... Place of Birth .....

Nationality:..... Former or dual nationality: .....  
(With dates if applicable)

#### **PART 3 - CERTIFICATION OF IDENTITY.**

1. The following are acceptable proof of ID for British Nationals:

Full 10 year passport or, two of the following:

British Driving Licence

P45

Birth Certificate – issued within 6 weeks of birth

Cheque book and bank card – with 3 statements and proof of signature

Credit Card – with 3 statements and proof of signature

Credit Card – with photograph of the individual

Proof of residence – such as a current tax, gas, electricity or telephone bill.

2. The following are acceptable as proof of ID for Foreign Nationals:

National Identity Card

Full Passport

A Home Office document confirming the individual's UK immigration status.

3. The following **ARE NOT** acceptable as proof of identity:

Duplicate or photocopied documents

An international driving licence – these are easily forged

Copy Birth certificate issued more than 6 weeks after birth – can be purchased on request for any individual without proof of ID

An old British visitors passport

Basic Check Verification Record

\* Delete whichever is not appropriate

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Document	Date of Issue

**PART 4 - REFERENCES**

4. Personal referees nominated by the individual should be of some standing in the community, for example, a JP, medical practitioner, officer of the armed forces, clergyman, teacher, lecturer, lawyer, bank manager, or civil servant - if in doubt, consult the Security Department.

<b><u>First Referee Details</u></b>	
Name	
Address	
Telephone Number	
Relationship	
Length of association	

<b><u>Second Referee Details</u></b>	
Name	
Address	
Telephone Number	
Relationship	
Length of association	

5. Any other supporting information that may be relevant:

Basic Check Verification Record

\* Delete whichever is not appropriate

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**PART 5 - SPONSOR's DECLARATION**

I certify that, in accordance with Chapter 6 of JSP 440 (The Defence Manual of Security) and relating to the application of..... for a pass to HMS Sultan (dated ..... ):

- a. I have personally examined the documents listed at Part 3. above and have satisfactorily established the identity of the above applicant/employee.
- b. I have obtained and scrutinised the references listed at Part 4. above and that these references satisfy the requirements of JSP 440.
- c. I have received a completed DVA Security Questionnaire (MOD Form 1109) from the applicant and I have forwarded it to the AUSO (for those with foreign connections or criminal records)

Name: .....

Post: .....

Telephone Extension: .....

Signature: .....

Date: .....

Basic Check Verification Record

\* Delete whichever is not appropriate

**RESTRICTED-STAFF (when completed)**