



**Help stop the virus.**

**Download the app today.**

This toolkit is published to support changes to the *Health Protection (Coronavirus) (Requirements) (Scotland) Regulations 2021* which came into force at 5 am on Friday 1 October 2021.

This toolkit is aimed to help staff/volunteers who are conducting inspections or checks. It will continue to be updated, as required, to improve usability and efficacy.

**[www.covidcheck.scot](http://www.covidcheck.scot)**

## COVID-19 VACCINE CERTIFICATION SCHEME

# TOOLKIT

**FOR BUSINESSES & EVENT ORGANISERS**



**NHS Scotland COVID Check**

## Frequently Asked Questions

### I'm having issues using the COVID Check app, what do I do?

Familiarise yourself with your employer's contingency plan for checks should the COVID Check app not work. This could be a simple switch to visual checks.

If the COVID Check app does not work, please delete the application and reinstall it. You might need to update software on your mobile device too. You can find more information at [www.covidcheck.scot](http://www.covidcheck.scot)

### Can a member of the public download this app?

As the COVID Check app will be available in the Google or Apple app store, a member of the public can or might download it.

### Where can I get more information about the scheme?

Guidance and information is available on the Scottish Government website at:

[www.gov.scot/publications/coronavirus-covid-19-vaccine-certification-scheme-businesses-event-organisers/](http://www.gov.scot/publications/coronavirus-covid-19-vaccine-certification-scheme-businesses-event-organisers/)

### Where can I get more information about the Check app?

Information and guidance is available at [www.covidcheck.scot](http://www.covidcheck.scot)

## What is in this guide?

### Visual Checking

p 2-3

Information and examples about conducting visual checks, including notes on what official documents should look like and what to do if nothing is presented.

### Using the App for Scanning

p 4-7

Information and examples about scanning QR codes as a means of checking vaccine status, including notes on what to do if nothing is presented or the code is expired.

### Vaccine Letter Security Features

p 8-9

Detailed list of security features on the Scotland Vaccine Status official letters, including an example.

### Exemptions

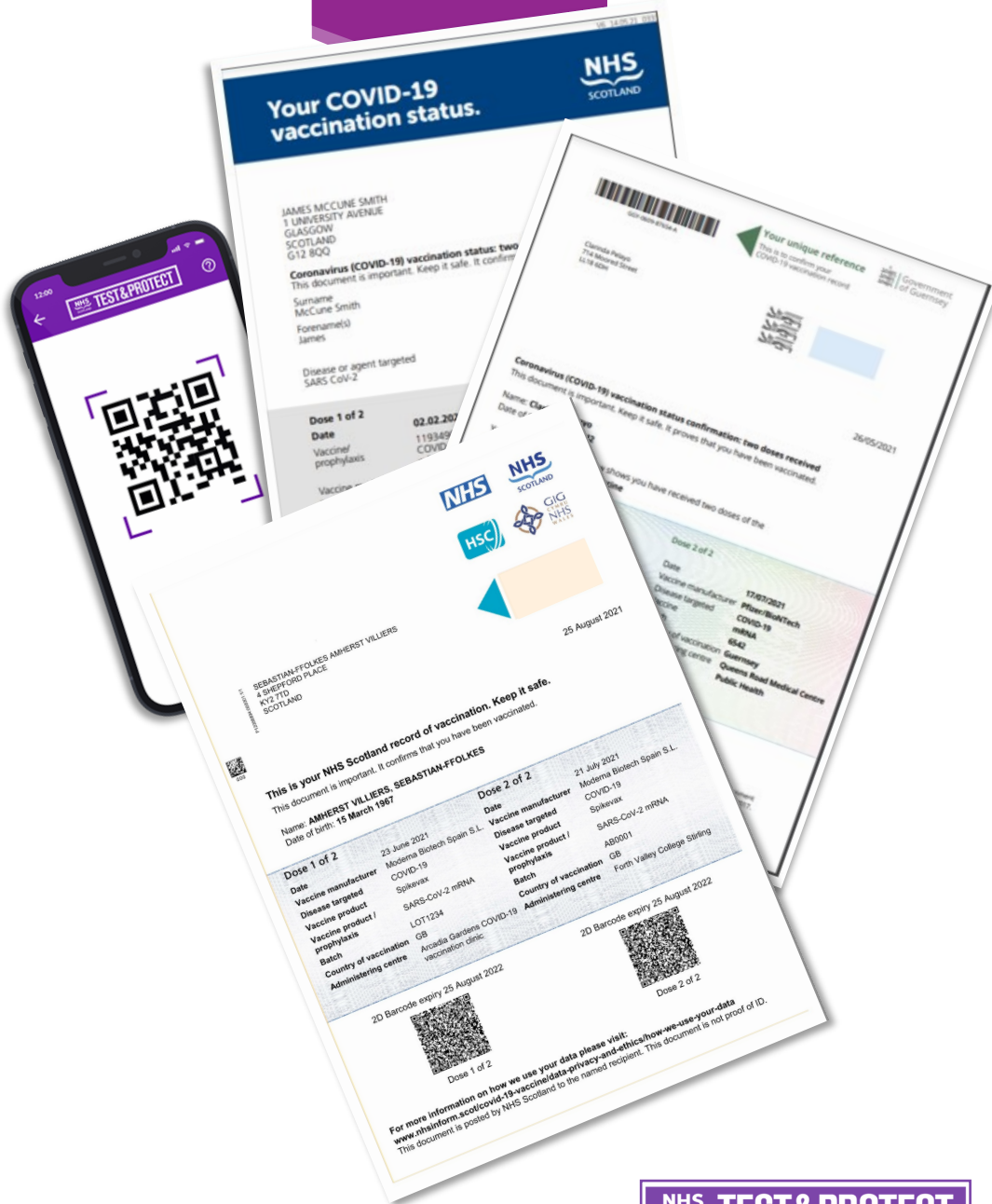
p 10-11

Information about exemptions from COVID-19 Vaccine Certification Scheme and the right to refuse entry.

### Example Documents

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Full-page official document examples that you are likely to need to check.



## Visual Checking

### What am I asking for?

COVID-19 vaccine certificate or proof of exemption.

### What am I looking at?

It can be provided on a smartphone, tablet (via the app or PDF they have downloaded) or a printed official document.

### How do I know it is right?

For people using the NHS Scotland Status App, check that they have had **2 doses** (each dose has a separate QR code) and that the 'aeroplane' logo (international setting) or Saltire logo (domestic setting) **shimmers green** when the phone is moved.

For people using official letters, check that the **blue arrow fades** (almost to white) when pressed and that the document **doesn't say 'COPY'**.

(see page 8/9)

Some people may present a PDF that they have downloaded onto their phone or printed at home. Check that the **QR code hasn't expired**.

### What do I do if nothing is presented?

Refuse entry to anyone not able to provide a valid COVID-19 vaccine certificate or proof of their exemption. (see page 10/11 for exemptions)

### What do I do if I am not satisfied with the certificate or evidence presented?

Premises should refuse entry to a person who has, upon request, failed to present sufficient certification or evidence of exemption. You must adhere to obligations under the *Equality Act 2010*.



## Using the App

### What am I asking for?

COVID-19 vaccine certificate.

### What am I looking at?

The 2D barcode (QR code) can be provided on a smartphone, tablet or a printed official document. The **COVID status app** is available for individuals to use. The **COVID Check app** is for businesses to use .

### How do I know it is right?

Scan the QR code using your smart-device. Any printed or PDF QR code must be in date (expired codes are invalid). Original documents will not have 'COPY' on them. (see page 8/9)

To scan a customer's app, either scan the second QR code on the **international** setting, or scan the **domestic** QR code. A green tick will show if it is valid. Verify the customer's app is live and not a screen-shot, by checking that the blue 'aeroplane' logo (international setting) or 'Saltire' logo (domestic setting) **shimmers green** when the phone is moved.

**Please note:** the domestic setting of the COVID status app (for individuals) will be released week commencing 18 October. Until then, you will be able to scan the international QR codes.

### Will I need access to wi-fi to use the COVID check app?

The app works both in offline and online mode, both with or without Wi-Fi. The app will need periodic access to the internet to download updates to the security mechanism used to verify QR codes.

You can find more information at [www.covidcheck.scot](http://www.covidcheck.scot)



## Using the App

**What does it mean if I get an 'expired' message when I scan the customer's QR code?**

If the message confirms the QR code has expired, you could ask the individual to generate a new QR code for you to scan. A new QR code can be generated in the status app by dragging down on the screen. This will require the individual to have an internet connection.

**What does it mean if I get a 'status invalid' message when I scan the customer's QR code?**

This message will be displayed if you have scanned an invalid QR code. You should check you are scanning the QR code for the individual's second dose of their COVID vaccine.

**What do I do if nothing is presented?**

Refuse entry to anyone not able to provide a valid COVID-19 vaccine certificate or proof of their exemption. (see page 10/11 for exemptions)

**What do I do if I am not satisfied with the certificate or evidence presented?**

Premises should refuse entry to a person who has, upon request, failed to present sufficient certification or evidence of exemption. You must adhere to obligations under the *Equality Act 2010*.

**What if have problems with the app?**

Visit [www.covidcheck.scot](http://www.covidcheck.scot) for guidance on the COVID check app.





SEBASTIAN-FFOLKES AMHERST VILLIERS  
4 SHEPPFORD PLACE  
KY2 7TD  
SCOTLAND



**This is your NHS Scotland record of vaccination. Keep it safe.**

This document is important. It confirms that you have been vaccinated.

Name: **AMHERST VILLIERS, SEBASTIAN-FFOLKES**  
Date of birth: **15 March 1967**

#### Dose 1 of 2

**Date** 23 June 2021  
**Vaccine manufacturer** Moderna Biotech Spain S.L.  
**Disease targeted** COVID-19  
**Vaccine product** Spikevax  
**Vaccine product / prophylaxis** SARS-CoV-2 mRNA  
**Batch** LOT1234  
**Country of vaccination** GB  
**Administering centre** Arcadia Gardens COVID-19 vaccination clinic

#### Dose 2 of 2

**Date** 21 July 2021  
**Vaccine manufacturer** Moderna Biotech Spain S.L.  
**Disease targeted** COVID-19  
**Vaccine product** Spikevax  
**Vaccine product / prophylaxis** SARS-CoV-2 mRNA  
**Batch** AB0001  
**Country of vaccination** GB  
**Administering centre** Forth Valley College Stirling

2D Barcode expiry 25 August 2022



Dose 1 of 2

2D Barcode expiry 25 August 2022



Dose 2 of 2

For more information on how we use your data please visit:

[www.nhsinform.scot/covid-19-vaccine/data-privacy-and-ethics/how-we-use-your-data](http://www.nhsinform.scot/covid-19-vaccine/data-privacy-and-ethics/how-we-use-your-data)

This document is posted by NHS Scotland to the named recipient. This document is not proof of ID.



## Vaccine Letter Security Features

### Details to look for:

- ◆ Void mark will say COPY if the document has been photocopied.
- ◆ Thermochromic ink (the blue arrow fades with heat, almost to white. e.g. a finger is pressed on it)
- ◆ Guilloche pattern (wavy lines) also known as numismatic pattern, behind the vaccination information
- ◆ Micro text under barcode

## Exemptions

Businesses and event organisers should not refuse entry to those who are exempt provided the individual can provide acceptable evidence, if necessary. A negative COVID-19 test result **cannot be accepted** as an alternative to evidence of vaccination.

### Evidenced exemptions

- ◆ People who cannot be vaccinated for medical reasons
- ◆ Under 18s
- ◆ Participants (past or present) in COVID-19 vaccine trial
- ◆ The person responsible for the premises
- ◆ Employees or volunteers working at event/venue
- ◆ Emergency services responders and regulators carrying out their work

### What are the rights of the venue to refuse entry?

You should refuse entry to a person who, upon request, fails to present sufficient certification or evidence of exemption. You must adhere to obligations under the *Equality Act 2010*.

Larger examples are available on pages 10-17.

## Example: Vaccination Status Letter (without code)

# Your COVID-19 vaccination status.



JAMES MCCUNE SMITH  
1 UNIVERSITY AVENUE  
GLASGOW  
SCOTLAND  
G12 8QQ

**Coronavirus (COVID-19) vaccination status: two doses received.**  
This document is important. Keep it safe. It confirms your vaccination status.

Surname: McCune Smith      Date of birth: 18.04.1813

Forename(s): James





Disease or agent targeted: SARS CoV-2      Country of vaccination: Scotland

Dose 1 of 2		Dose 2 of 2	
<b>Date</b>	02.02.2021	<b>Date</b>	21.04.2021
Vaccine/ prophylaxis	119349007   COVID-19 mRNA vaccine	Vaccine/ prophylaxis	119349007   COVID-19 mRNA vaccine
Vaccine medicinal product	COMINARTY concentrate for dispersion for injection	Vaccine medicinal product	COMINARTY concentrate for dispersion for injection
Vaccine marketing authorisation holder or manufacturer	BioNTech Manufacturing GmbH	Vaccine marketing authorisation holder or manufacturer	BioNTech Manufacturing GmbH

Date issued: 17.05.2021      Document issued by: NHS Scotland

For more information please visit [www.nhsinform.scot/covid19vaccine](http://www.nhsinform.scot/covid19vaccine)  
This document is not proof of ID.

## Example: Vaccination Status Letter (with code)

PATIENT ADDITIONAL  
4 SHEPPORD PLACE  
KY2 7TD  
SCOTLAND


25 August 2021

**This is your NHS Scotland record of vaccination. Keep it safe.**  
This document is important. It confirms that you have been vaccinated.

Name: ADDITIONAL, PATIENT  
Date of birth: 15 March 1967


Dose 1 of 2		Dose 2 of 2	
<b>Date</b>	23 June 2021	<b>Date</b>	21 July 2021
<b>Vaccine manufacturer</b>	Biontech Manufacturing GmbH	<b>Vaccine manufacturer</b>	Biontech Manufacturing GmbH
<b>Disease targeted</b>	COVID-19	<b>Disease targeted</b>	COVID-19
<b>Vaccine product</b>	Cominaty	<b>Vaccine product</b>	Cominaty
<b>Vaccine product / prophylaxis</b>	SARS-CoV-2 mRNA vaccine	<b>Vaccine product / prophylaxis</b>	SARS-CoV-2 mRNA vaccine
<b>Batch</b>	LOT1234	<b>Batch</b>	AB0001
<b>Country of vaccination</b>	GB	<b>Country of vaccination</b>	GB
<b>Administering centre</b>	Lothian Vaccination Centre	<b>Administering centre</b>	Forth Valley College Stirling

2D Barcode expiry 23 June 2022



Dose 1 of 2

2D Barcode expiry 21 July 2022





Dose 2 of 2

For more information on how we use your data please visit:  
[www.nhsinform.scot/covid-19-vaccine/data-privacy-and-ethics/how-we-use-your-data](http://www.nhsinform.scot/covid-19-vaccine/data-privacy-and-ethics/how-we-use-your-data)  
This document is posted by NHS Scotland to the named recipient. This document is not proof of ID.

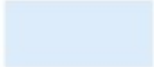



## Example: Received vaccination elsewhere in the United Kingdom and Crown Dependencies

  
GGY-0609-87654-A

  
Your unique reference  
This is to confirm your COVID-19 vaccination record

Clarinda Pelayo  
714 Moored Street  
LL18 6DH



26/05/2021

**Coronavirus (COVID-19) vaccination status confirmation: two doses received**  
This document is important. Keep it safe. It proves that you have been vaccinated.

Name: **Clarinda Pelayo**  
Date of Birth: **08/01/1942**


Your Public Health record now shows you have received two doses of the **Pfizer/BioNTech COVID-19 Vaccine**


Dose 1 of 2		Dose 2 of 2	
Date	13/05/2021	Date	17/07/2021
Vaccine manufacturer	Pfizer/BioNTech	Vaccine manufacturer	Pfizer/BioNTech
Disease targeted	COVID-19	Disease targeted	COVID-19
Vaccine	mRNA	Vaccine	mRNA
Batch	234654	Batch	6542
Country of vaccination	Guernsey	Country of vaccination	Guernsey
Administering centre	Sir John Loveridge Hall	Administering centre	Queens Road Medical Centre
Authority	Public Health	Authority	Public Health


Find out about COVID-19 symptoms, testing, vaccination and self-isolation at [gov.gg/coronavirus](https://gov.gg/coronavirus)

Data Protection: In order to issue you with this Coronavirus (COVID-19) vaccination status confirmation, the Government of Guernsey has processed your personal data in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. To find out more you can access the fair processing notice at [www.gov.gg/dpa](https://www.gov.gg/dpa)

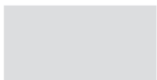

## Example: Received vaccination elsewhere in the United Kingdom and Crown Dependencies


  
URN:UVCI:01:GB:162133320000001FA99E0#0

  
Your unique reference  
Use this to confirm your NHS COVID Pass



Sample Name  
Sample Road  
Sample Town  
Sample County  
SA 2PL



  
01/0001/0000001

20 XXXX 2021

**This is your NHS COVID Pass. Keep it safe.**  
This document is important. It confirms that you have been vaccinated.

Name: **Name, Sample**  
Date of birth: **01 January 1946**

Your NHS record now shows you have received two doses of the **<vaccine name>**

Dose 1 of 2		Dose 2 of 2	
Date	02 February 2021	Date	20 April 2021
Vaccine manufacturer	<sample>	Vaccine manufacturer	<sample>
Disease targeted	COVID-19	Disease targeted	COVID-19
Vaccine product	<sample>	Vaccine product	<sample>
Vaccine / prophylaxis	SARS-CoV-2 antigen	Vaccine / prophylaxis	SARS-CoV-2 antigen
Batch	XX XXXX XXXX	Batch	XX XXXX XXXX
Country of vaccination	GB	Country of vaccination	GB
Administering centre	University Hospital of Sample Town	Administering centre	University Hospital of Sample Town

Find out about COVID-19 symptoms, testing, vaccination and self-isolation on the NHS website: [www.nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

**Data Protection:** The Department for Health and Social Care (DHSC) is the Data Controller and is responsible for processing your personal data for the purposes of the NHS COVID Pass Programme. To find out more you can access the DHSC Privacy Notice at: [www.gov.uk/government/publications/dhsc-privacy-notice](https://www.gov.uk/government/publications/dhsc-privacy-notice). The NHS COVID Pass Privacy Notice is available within the guidance at: [www.gov.uk/guidance/demonstrating-your-covid-19-status](https://www.gov.uk/guidance/demonstrating-your-covid-19-status)

POSTLET\_A(07.21)

0000001

## Example: Sample EU certificates of vaccination

(all EU vaccine certificates accepted)

### EU DIGITAL COVID CERTIFICATE

### CERTIFICAT COVID NUMÉRIQUE UE



MINISTÈRE DES SOLIDARITÉS ET DE LA SANTÉ

Liberté  
Égalité  
Fraternité





Certificat COVID numérique UE

Nom(s) de famille et prénom(s)  
Name, Surname(s) and forename(s)

DUPONT LISE

Date de naissance  
Date of birth

1989-03-08

Par souci de confidentialité de vos données de santé, nous vous recommandons de ne présenter que le seul QR code de preuve en pliant cette attestation

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### CERTIFICAT DE VACCINATION

### VACCINATION CERTIFICATE

Maladie ou agent ciblé  
Disease or agent targeted

COVID-19  
840539006

Vaccin/prophylaxie  
Vaccine/prophylaxis

Covid-19 vaccines  
J07BX03

Médicament vaccinal  
Vaccine medicinal product

Comirnaty  
EU/1/20/1528

Fabricant ou titulaire de l'autorisation de mise sur le marché du vaccin  
Vaccine marketing authorisation holder or manufacturer

Biontech Manufacturing GmbH  
ORG-100030215

Nombre dans une série de vaccins/doses  
Number in a series of vaccinations/doses and the overall number of doses in the series

1/1

Date de la vaccination  
Date of vaccination

2021-05-31

État membre de vaccination  
Member State of vaccination

FR

Émetteur du certificat  
Certificate issuer

CNAM

Ce certificat n'est pas un document de voyage. Un nouveau certificat pourra être exigé en fonction de l'évolution de la pandémie. Avant de vous rendre dans un pays étranger, vérifiez les mesures sanitaires locales appliquées pour la Covid-19.

Les informations pertinentes peuvent être trouvées ici : <https://reopen.europa.eu/en>

Ce document est personnel et non transférable. Il est délivré en application du décret n° 2020-1690 du 25 décembre 2020 autorisant la création d'un traitement de données à caractère personnel relatif aux vaccinations contre la Covid-19.

Conformément aux dispositions relatives à la protection des données personnelles, vous disposez d'un droit d'accès, de rectification et de limitation aux données qui vous concernent, ainsi que d'un droit d'opposition sur une partie du traitement. Ces droits s'exercent auprès du directeur de votre caisse d'Assurance Maladie de rattachement en contactant le ou la délégué(e) à la protection des données. Pour en savoir plus sur le traitement de vos données, rendez-vous sur le site d'information ameli.fr (<https://www.ameli.fr/mention-informations-vaccin-covid>)

La loi rend passible d'amende et/ou d'emprisonnement quiconque se rend coupable de fraudes ou de fausses déclarations (articles 441-1 du code pénal). En outre, la falsification ou l'établissement de faux documents, ainsi que l'utilisation de tels documents sont passibles d'une pénalité financière aux titres des articles L. 162-1-14 du code de la Sécurité sociale.



Flasher pour ajouter dans TousAntiCovid

## Example: Sample EU certificates of vaccination

(all EU vaccine certificates accepted)

### EU Digital COVID Certificate

### Uniós digitális COVID igazolvány





Surname(s) and forename(s)  
Vezeték- és keresztnév  
Dr. Kovács Adél Júlia

Date of birth  
Születési idő  
04/05/1980

Unique certificate identifier  
Egyedi igazolványazonosító  
URN:UVCI:01:HU:242100000195548641120A5AD08D81A11E  
BBDD3005056844004#V

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### Vaccination Certificate

### Oltási igazolvány

Disease or agent targeted  
Célzott betegség vagy kórokozó

COVID-19

Vaccine or prophylaxis  
Oltóanyag vagy profilaxis

covid-19 vaccines

Vaccine medicinal product  
Oltóanyagtermék neve

BBIBP-CorV

Vaccine marketing authorisation holder or manufacturer  
Oltóanyag forgalmazási engedély jogosultja vagy oltóanyag gyártója

China Sinopharm International Corp. - Beijing location

Number in a series of doses as well as the overall number of doses in the series  
Dózis sorszáma / sorozat hossza

2 / 2

Date of vaccination, indicating the date of the latest dose received  
Oltás időpontja, a legkésőbbi dózis beadásának dátumát feltüntetve

18/02/2021

Member State in which the vaccine was administered  
Oltás tagállama

Hungary

Certificate issuer  
Igazolvány kibocsátója

Budapest Főváros Kormányhivatala

Ez az igazolvány nem minősül útiokmányoknak. A COVID-19 oltás, tesztelés és gyógyulással összefüggő tudományos eredmények folyamatosan fejlődnek. Utazása előtt kérjük, győződjön meg a célországban irányadó közegészségügyi-járványügyi intézkedésekről és kapcsolódó korlátozásokról!

Vonatkozó tájékoztatás elérhető itt:  
<https://reopen.europa.eu/hu>

## Example: Medical Exemption Letter

COVID-19 trial vaccination confirmation letter\_v1.docx 6 Jul 2021



URN:UVCI:01:GB:1626872391000OY

### Your unique reference

Use this to confirm your COVID-19 vaccination record



SCOTT BROWN  
1 THE STREET  
EXAMPLE TOWN SC1 0TT  
SCOTLAND

21 July 2021

### This is your proof of exemption. Keep it safe.

This document is important. It has been issued in Scotland.

Name: **BROWN, SCOTT**

Date of birth: **6 April 1966**

Your NHS record shows that you are unable to receive a Covid-19 vaccine at this time. You are recognised in the same way as those who have been fully vaccinated.

NHS Scotland Record of Vaccination expiry date: 21/07/2022

Information now held within your NHS record shows that you are eligible for a Record of Vaccination.

This document is important.

For more information please visit [www.nhsinform.scot/covid19vaccine](https://www.nhsinform.scot/covid19vaccine)

This document is not proof of ID and expires **12 months** from the issue date.

For more information on how we use your data please visit <https://www.nhsinform.scot/covid-19-vaccine/data-privacy-and-ethics/how-we-use-your-data>

## Example: Clinical Trial Letter



URN:UVCI:01:GB:1626561958RY1YT65C3F0#A



Date of Issue  
16/Jul/21

Date of Expiry  
16/Oct/21

### Your unique reference

This is to confirm your COVID-19 vaccination record



Emma Carrington Whittington Cunningham  
Unit 10, Weavers Court Business Park, Linfield Road  
Linfield Industrial Estate  
Belfast  
Northern Ireland  
BT12 5GH

0145827109/00000  
1/D/000\*



### Coronavirus (COVID-19) vaccination confirmation.

This document is important. Keep it safe. It proves that you have been vaccinated.

Name: **Carrington Whittington Cunningham, Emmanuelle**

Date of birth: **15 October 1946**

Your Department of Health record now shows you have taken part in a COVID-19 vaccine research clinical trial. You are recognised in Northern Ireland as having been fully vaccinated.

### Vaccine trial details

Vaccination date	Vaccination administered by MHRA regulated clinical trial
Vaccine manufacturer	Vaccination administered by MHRA regulated clinical trial
Disease targeted	COVID-19
Vaccine product	Vaccination administered by MHRA regulated clinical trial
Vaccine / prophylaxis	SARS-CoV-2 antigen vaccine
Batch	Vaccination administered by MHRA regulated clinical trial
Country of vaccination	GB
Administering centre	Vaccination administered by MHRA regulated clinical trial

Find out about COVID-19 symptoms, testing, vaccination and self-isolation on the HSC website:  
<https://covid-19.hscni.net>

**Data Protection:** The Health and Social Care Board (HSCB) and Department of Health are acting as Joint-Data Controllers and are responsible for processing your personal data for the purposes of the COVID-19 Certification service. To find out more, you can access our Privacy Notice at:  
<https://covid-19.hscni.net/privacy-notice-covid-certification-service-and-your-data>  
or search for: 'COVID 19 interim proof of vaccination document NI' in your website browser.

