

Help stop the virus.

Download the app today.

This toolkit is published to support amendments to the *Health Protection (Coronavirus) (Requirements) (Scotland) Regulations 2021,* specifically those which come into force on Monday 6 December 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

COVID-19 CERTIFICATION SCHEME

TOOLKIT

FOR BUSINESSES & EVENT ORGANISERS



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.

Where can I find more info about the COVID Check app?

You can find more information at: 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-certification-scheme-businesses-event-organisers/



What is in this guide?

Visual Checking

p 2-5

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 6-9

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 a code is expired.

Vaccine Letter Security Features

p 10-11

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

Exemptions

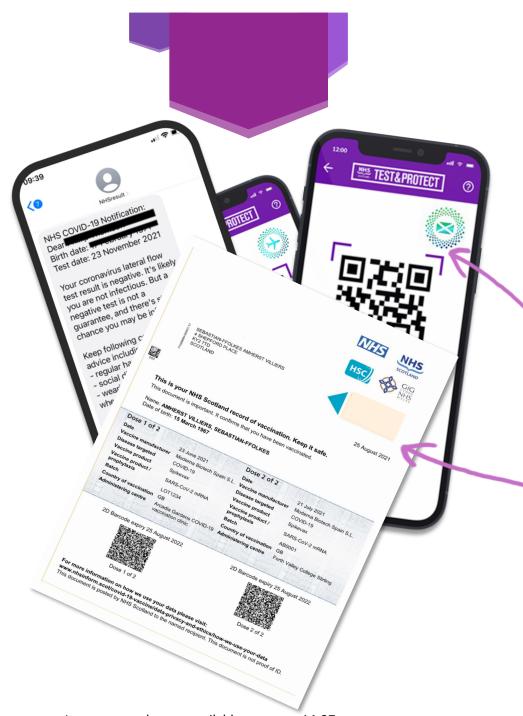
p 12-13

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

Example Documents

p 14-27

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



Larger examples are available on pages 14-27.

NHS Scotland COVID Check

Visual Checking

What am I asking for?

COVID-19 certificate, proof of exemption or record of negative LFD test taken within 24 hours of attending.

What am I looking at?

A certificate can be provided on a smartphone, tablet (via the app or PDF they have downloaded) or a printed official document. Results from LFD tests arrive via SMS or email.

(see page 14-27 for examples)

How do I know it is right?

The NHS App —

For people using the NHS Scotland Status App, certificates will have a QR code available to scan and an 'aeroplane' logo (international setting) or Saltire logo (domestic setting) **shimmers green** when the phone is moved.

NHS Issued Letters —

For people using official letters, check that the **blue arrow fades** (almost to white) when pressed (it is heat-reactive) and that the document does **not say 'COPY'**. (see page 10 & 11 for more detail)

Digital or Printed NHS Documents —

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** and that the document does **not say 'COPY'**.

(continued on pages 4 & 5)



Larger examples are available on pages 14-27.



Visual Checking (continued)

What about visitors from outside Scotland?

Visitors from the rest of the UK can present their Covid Status app with in-date QR codes and paper-based certificates, or record of negative LFD test taken within 24 hours of attending.

What about international visitors proof of vaccination?

European visitors may have present a European Digital COVID certificate, which will contain QR codes. These can be scanned, or visually inspected to check they are in-date and not expired.

Domestic certification rules for international visitors align with the current border rules – so international visitors need to provide the same proof of vaccination status that is accepted for entry into the UK.

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

(see page 20-25 for examples)

What do I do if nothing is presented?

Refuse entry to anyone not able to provide a valid COVID-19 certificate, proof of their exemption, or record of negative LFD test taken within 24 hours of attending.

(see page 12-13 for exemptions)

What if I am not satisfied with the vaccination certificate or the 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 certificate or record of negative LFD test taken within 24 hours of attending. For LFD test results, please see the *Visual Checking* section of this guide on pages 2-5.

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?

Any printed or PDF QR code **must be in date** (expired codes are invalid). Original documents will not have 'COPY' on them. (see page 10-11)

Verify the customer's app is **live and not a screenshot**, by checking that the blue 'aeroplane' logo (international setting) or 'Saltire' logo (domestic setting) **shimmers green** when the phone is moved.

How do I make sure I am scanning it correctly?

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.

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.

(continued on pages 8 & 9)



NHS Scotland COVID Check

Using the App (continued)

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. International documents (non-EU) with QR codes cannot be scanned and must be visually checked.

What do I do if nothing is presented?

Refuse entry to anyone not able to provide a valid COVID-19 certificate, proof of their exemption or record of negative LFD test taken within 24 hours of attending.

(see page 12-13 for exemptions)

What do I do if I am not satisfied with the certificate/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 for guidance on the COVID check app.





25 August 2021





SEBASTIAN-FFOLKES AMHERST VILLIERS 4 SHEPFORD 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		Dose 2 of 2	
Date	23 June 2021	Date	21 July 2021
Vaccine manufacturer	Moderna Biotech Spain S.L.	Vaccine manufacturer	Moderna Biotech Spain S.L.
Disease targeted	COVID-19	Disease targeted	COVID-19
Vaccine product	Spikevax	Vaccine product	Spikevax
Vaccine product / prophylaxis	SARS-CoV-2 mRNA	Vaccine product / prophylaxis	SARS-CoV-2 mRNA
Batch	LOT1234	Batch	AB0001
Country of vaccination	GB	Country of vaccination	GB
Administering centre	Arcadia Gardens COVID-19 vaccination clinic	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 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 from the scheme, provided the individual can provide acceptable evidence, if necessary.

Exemptions from the COVID-19 Certification Scheme

- 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*.

REMINDER: A negative COVID-19 LFD test result <u>is accepted</u> under the Certification Scheme, provided that the test was taken within 24 hours of attending the event or venue.

Example: Vaccination Status Letter (without code)

Your COVID-19 vaccination status.



21.04.2021

119349007 |

mRNA vaccine

concentrate for

Manufacturing

dispersion for

injection

BioNTech

GmbH

COMINARTY

COVID-19

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.

Date of birth Surname McCune Smith 18.04.1813

Forename(s) James

Disease or agent targeted Country of vaccination Scotland

SARS CoV-2

Dose 1 of 2 02.02.2021 Date

119349007 | Vaccine/ COVID-19 prophylaxis mRNA vaccine

Vaccine medicinal product

COMINARTY concentrate for dispersion for injection

Manufacturing

BioNTech

GmbH

Vaccine marketing authorisation holder or manufacturer

Date issued

17.05.2021

Dose 2 of 2

Date Vaccine/ prophylaxis

Vaccine medicinal product

Vaccine marketing authorisation holder or manufacturer

Document issued by NHS Scotland

For more information please visit www.nhsinform.scot/covid19vaccine This document is not proof of ID.

Example: Vaccination Status Letter (with code)















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

PATIENT ADDITIONAL 4 SHEPFORD PLACE

KY2 7TD SCOTLAND

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

2D Barcode expiry 23 June 2022



Dose 1 of 2

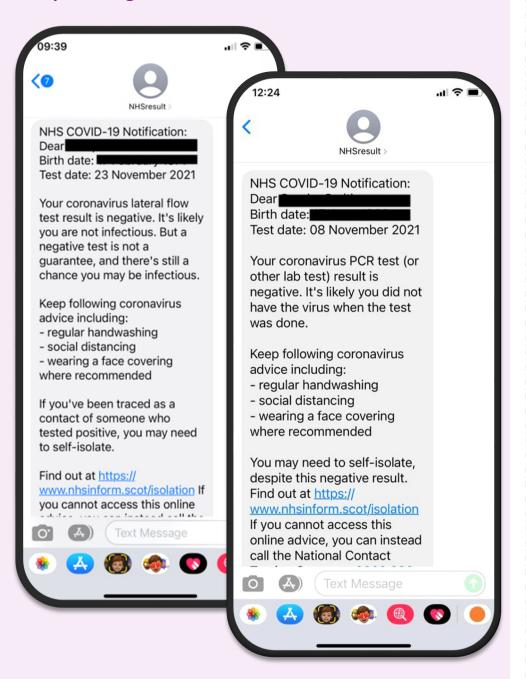
2D Barcode expiry 21 July 2022



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

Example: Negative LFD or PCR test result — SMS



Example: Negative LFD test result — email

From: NHS COVID-19 Notification < nhs.covid19.notification@notifications.service.gov.uk>

Date: 23 November 2021 at 11:40:17 GMT

Subject: NHS COVID-19 Notification



Birth date: 1

Test date: 23 November 2021

Your coronavirus lateral flow test result is negative. It's likely you are not infectious. But a negative test is not a guarantee, and there's still a chance you may be infectious.

Keep following coronavirus advice including:

- regular handwashing
- social distancing
- wearing a face covering where recommended

If you've been traced as a contact of someone who tested positive, you may need to selfisolate.

Find out at https://www.nhsinform.scot/isolation If you cannot access this online advice, you can instead call the National Contact Tracing Centre on 0800 030 8012.

Reporting your results

It is important that you keep reporting all of your test results, whether they are positive, negative or void.

Reporting every test result

- helps the NHS to monitor the spread of the virus
- he los scientists learn more about the virus
- provides more accurate data that saves lives
- supports people and communities across the UK

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







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		Dogs 2	nf

Date	13/05/2021	Date	17/07/2021
	Pfizer/BioNTech	Vaccine manufacturer	Pfizer/BioNTech
	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 Centr
Authority	Public Health	Authority	Public Health

Find out about COVID-19 symptoms, testing, vaccination and self-isolation at 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 (Baillwick of Guernsey) Law, 2017. To find out more you can access the fair processing notice at www.gov.eg/dp

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

















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></sample>	Vaccine manufacturer	<sample></sample>
Disease targeted	COVID-19	Disease targeted	COVID-19
Vaccine product	<sample></sample>	Vaccine product	<sample></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	Administering centre	University Hospital of
	Sample Town		Sample Town

Find out about COVID-19 symptoms, testing, vaccination and self-isolation on the NHS website: 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. The NHS COVID Pass Privacy Notice is available within the guidance at: www.gov.uk/guidance/demonstrating-your-covid-19-status

0000001

Example: Sample EU member

(European Digital COVID certificates can be scanned)

EU DIGITAL COVID CERTIFICATE

CERTIFICAT COVID NUMÉRIQUE UE













Certificat COVID numérique UE

Nom(s) de famille et prénom(s)

DUPONT LISE

Date de naissance

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

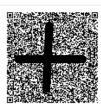
Ce certificat n'est pas un document de voyage. Un nouveau certificat pourra être exigé en fonction de l'évolution de la pandémie. Avant de vous rendre dans un pays étranger, vérifiez les mesures sanitaires locales appliquées pour la Covid-19.

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 partie du trattement. Ces droits exercent auprès du direction 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 trattement de vos données, nendez-vous sur le site d'information ambil. In (titips://www.ambil.f/mention-information-ai-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 falisfication ou l'établissement de faux documents, ainsi que l'utilisation de tels documents sont passibles d'une pénalité financière aux titres des articles L. 162-11-4 du code de la Sécurité sociale.



CERTIFICAT DE VACCINATION VACCINATION CERTIFICATE

Maladie ou agent ciblé Disease or agent targeted

Vaccin/prophylaxie

Covid-19 vaccines

Biontech Manufacturing

COVID-19

Médicament vaccinal

Comirnaty EU/1/20/1528

Fabricant ou titulaire de l'autorisation de mise sur le marché du vaccin

GmbH ORG-100030215

Nombre dans une série de Number in a series of

number of doses in the series

Date de la vaccination

État membre de vaccination

FR

1/1

Émetteur du certificat

CNAM

2021-05-31

Example: Sample EU member

(European Digital COVID certificates can be scanned)

EU Digital COVID Certificate

Uniós digitális **COVID** igazolvány







Hungary Magyarország

Ez az igazolvány nem minősül útiokmánynak, A COVID-19 oltás, tesztel és és gyógyultsággal összefüggő tudományos eredmén yek folyamatosan fejlődnek. Utazása előtt kérjük, győző djön meg a célországban irányadó közeg észségügyijárván yügyi intézke désekről és kapcsolódó korlátozásokról!

Vonatkozó tájékoztatás elérhető itt:

https://reopen.europ.a.eu/hu





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

Vaccination Certificate

Oltási igazolvány



Disease or agent targeted Célzott betegség vagy kórokozó

Vaccine or prophylaxis covid-19 vaccines

Oltóan yag vagy profilaxis Vaccine medicinal product Oltóan yagtermék neve

BBIBP-CorV

COVID-19

Vaccine marketing authorisation holder or manufacturer Oltóan yag forgalombahozatali engedély jogosultja vagy oltóan yag gyártója

Chin a Sinopharm International Corp. - Beijing location

Number in a series of doses as well as the overall 2/2 number of doses in the series

Date of vaccination, indicating the date 18/02/2021 of the latest dose received

Oltás időpontja, a legkésőbbi dózis beadásának dátumát feltüntetve

Dózis sorszáma / sorozat hossza

Member State in which the vaccine was Hungary administered

Oltás tagállama

Certificate is suer Budapest Főváros Kormányhivatala lgazolvány kibocsátója

Example: Sample non-EU member

(European Digital COVID certificates can be scanned)

Digital COVID Certificate

Dijital COVID Sertifikası







Surname(s) and forename(s)

Soyad ve Ad

Date of birth Doğum Tarihi

Unique certificate identifier

Tek Sertifika Tanımlayıcısı URN:UVCI:V1:TR:JXABKWQWTDRE



REPUBLIC OF TURKEY MINISTRY OF HEALTH

T.C. SAĞLIK BAKANLIĞI

Vaccination certificate Aşı Sertifikası

Disease or agent targeted Hedeflenen hastalık

COVID-19

Vaccine/prophylaxis

SARS-CoV-2 mRNA vaccine

Vaccine medicinal product Aşı tıbbi ürünü

Comimaty

Vaccine marketing authorisation holder or

Aşı pazarlama ruhsatı sahibi veya üreticisi BIONTECH MANUFACTURING GMBH

Number in a series of vaccinations/doses and the overall number of doses in the series

Bir dizi aşı/dozdaki sayı ve dizideki toplam doz sayısı

Date of vaccination

Aşı tarihi 2021-07-09

This certificate is not a travel document. The scientific evidence on CVID-19 avoination, testing and recovery continues to evolve, also in view of new variants of concern of the vinus. Before traveling, please check the applicable public health measures and related restrictions applied at the point of destination.

Example: Sample international certificates of vaccination

(cannot be scanned)



香港特別行政區政府衞生署 2019 冠狀病毒病疫苗接種紀錄



Department of Health

The Government of the Hong Kong Special Administrative Region COVID-19 Vaccination Record

姓名 Name			
身份證明文件類別及號碼 Document Type & No.	Hong Kong Identity Card		
出生日期 Date of Birth / 性別 Gender	31-Jan-1970 男 / Malc		

疫苗名稱 Vaceine Name	2019冠状常寿南灰苗 (復必幸) Comirnaty COVID-19 mRNA Vaccine (BNT162b2) Concentrate for Dispersion for Injection
生產商 / 批號 Manufacturer / Lot No.	BioNTech/1B002A
授種日期 Vaccination Detc	21-09-2021
按種地點 Vaccination Premises	香港國際機場地面運輸能車室担區疫苗接種中心 Community Vaccination Centre, Ground Transportation Lourge, Horg Kong International Airpor
第二針 2nd Dose	
度在名稱 Vaccine Name 生產商/批號 Manufacturer / Lot No. 按種日期 Vaccination Date 按種地點 Vaccination Premises	未接種 Perding



請妥替保存 Keep this record property

Printed on 21-09-2021 17:0

Example: Sample international certificates of vaccination

(cannot be scanned)



Example: Sample international certificates of vaccination

(cannot be scanned)



Doses administradas

Data	Instituição	Vacina	Dose	Lote	Ced. Vacinador	Estabelecimento de Saúde
26/03/2021	BUTANTAN	CORONAVAC	1ª Dose	210059	960016298451643	9911169 - UBS 91 RMCHD FUNDO I
23/84/2021	BUTANTAN	CORCNAVAC	2ª Dose	210139	210172891090003	9911169 - UBS 91 RACHO FUNDO I



Example: Medical Exemption Letter















SCOTT BROWN 1 THE STREET **EXAMPLE TOWN SC1 OTT** 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.

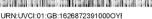
This document is important.

For more information please visit www.nhsinform.scot/covid19vaccine This document is not proof of ID and expiries 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-vour-data

Example: Clinical Trial Letter















SCOTT BROWN 1 THE STREET **EXAMPLE TOWN SC1 0TT** SCOTLAND

21 July 2021

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

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

Name: BROWN, SCOTT Date of birth: 6 April 19:63

Your NHS record now shows you have taken part in an MHRA-regulated COVID-19 vaccine clinical trial. You are recognised in the United Kingdom as having been fully vaccinated.

Dose 1 of 2 Dose 2 of 2 Date Date Vaccine manufacturer Vaccine manufacturer COVID-19 Disease targeted COVID-19 Disease targeted Vaccine product Vaccine product SARS-CoV-2 Vaccine / prophylaxis SARS-CoV-2 Vaccine / prophylaxis Batch Batch GB Country of vaccination Country of vaccination GB Administering centre Administering centre

For more information please visit www.nhsinform.scot/covid19vaccine This document is not proof of ID.