

# Application to Join PVG



## Guidance for Applicants

You have been given these guidance notes as you are applying to join the PVG Scheme to carry out regulated work (either paid or unpaid) with a voluntary organisation. Your form will be sent to us (Volunteer Scotland Disclosure Services) to be countersigned before being sent to Disclosure Scotland for processing.

Disclosure Scotland will send your certificate to you and we will send a copy to the organisation you are applying to work or volunteer with to help them to make their recruitment decision.

Please take time to read the guidance as any errors will cause delays in processing your form. If you would prefer audio guidance, this can be found in the Disclosure Services section of our website [www.volunteerscotland.org.uk](http://www.volunteerscotland.org.uk) If you need any assistance, please call our office on 01786 849777, choose option 2 and a member of our team will be happy to assist you. Alternatively, you can email your question(s) to [disclosures@volunteerscotland.org.uk](mailto:disclosures@volunteerscotland.org.uk)

### Do

- Complete all questions highlighted in yellow in sections A, B and C as these are mandatory fields which must be fully completed.
- Complete the application in CAPITAL LETTERS, using black or blue ink and ensure all information is kept within the boxes as the application will be scanned and electronically stored by Disclosure Scotland.
- Leave an empty box between each word.
- Add any additional information which you need to send with your application on a separate sheet of A4 paper and attach it to the inside of the application.
- Use correction fluid or draw a line through any mistakes.
- Check that the application is correctly completed.
- Pay special attention to sections B23 to B39 as this is where most mistakes are made.

### Do Not

- Complete this form if you are already a PVG Scheme Member

### Quick Guide

Please complete sections A1 to C2. Whoever is responsible for paying for your PVG certificate should complete sections D3-D10. You should clarify this with the person who gave you the form. Detailed guidance is given below.

- A1 Please cross Scheme Record
- A2 Please cross the workforce(s) (children and/or protected adults) you will be working/volunteering with which relate to this application. You should speak to the person who gave you this form to check that you are joining the PVG Scheme for the right workforce(s). You should be aware that you will be committing an offence if you apply to join a workforce which you are barred from.
- A3 Please cross 'No' as online accounts are not available through us.
- B1 Please cross the box next to your title. If your title does not appear in the list, please give your title in section marked 'Other'. If you have more than one title, you should provide the title you would like to appear on your certificate.
- B2 You should provide the surname you are currently known by.

B3-4 You should provide your first name. If you have any middle names, they must also be provided here. You can continue onto B4 if necessary.

B5-12 You must cross 'Yes' if you have ever been known by any other names and provide those names in sections B6 to B11. If your title in B1 is 'Mrs' and you were previously known by a different name, you must cross yes and provide your surname prior to marriage in the section below. If your surname has not changed, please cross 'No' at section B5. If you need to provide more names than sections B6 to B11 allow, please cross section B12 and provide the additional information on a separate piece of paper.

- If you were adopted, you do not need to provide your surname at birth if you were adopted before you were 8 years old.
- If you are transgender and want to keep this information private, please call our helpline (01786 849777, option 2) for advice on completing your application.

B13 Please provide the surname used by your mother/adopted mother from birth or the name she was known by prior to marriage.

B14 Please provide your date of birth in the format DDMMYYYY

B15 Please cross the appropriate box.

B16 Please provide the name of the town where you were born.

B17 Please provide the country where you were born.

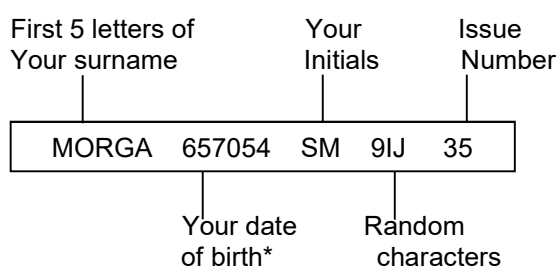
B18 Please provide your nationality.

B19-22 Please provide the relevant details to allow us to contact you if necessary. If we need to contact you, we will use your daytime telephone number. Please note that if you provide an email address, Disclosure Scotland will use this as their preferred contact method. As the information which they send may be of a sensitive nature, you should only use a personal email address.

B23-24 Please answer 'Yes' or 'No' at B23. Please note that if you answer 'Yes', you must provide your full national insurance number in the format LL NN NN NN L in B24. If you are over 18 and a UK national, you must provide your national insurance number. If you have not received your national insurance number yet, please attach a note advising of this.

B25-27 Please answer 'Yes' or 'No' at B25. Please note that if you answer 'Yes', you must provide your passport number in B26 and the issuing country must be given in B27.

B28-30 Please answer 'Yes' or 'No' at B28. Please note that if you answer 'Yes', you must provide your driving licence number in B29 and the country it was issued in must be given in B30. Any middle names shown on your driving licence must be given in section B3/4. A provisional driving licence should be treated the same as a full driving licence. If you hold a UK driving licence, the number can be found at point 5 of your photo card in the following format



\* The second and third numbers are the month of birth. If the holder is female, 5 is added to the first number of the month (0 will become 5 and 1 will become 6).

B31-33 Please answer 'Yes' or 'No' at B32. Please note that if you answer 'Yes', you must provide your National Identity Card number in section B32 and the country it was issued in must be given in B33.

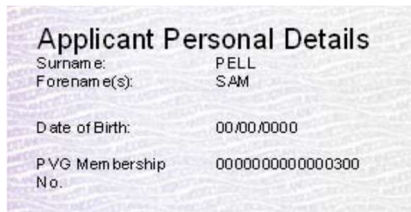
B34 If you have a national entitlement card which has been issued by a Scottish Local Government office, you should enter the number here. Some examples of national entitlement cards are Young Scot Card, Concessionary Travel Pass and One Scotland Card. There may be other national entitlement cards which are not listed here.

B35 If you have an electricity supply to your home, you should enter the 21 digit electricity supplier number here. The number will be given on your electricity bill in the following format

<b>S</b>	01	123	456
	16	6789 0123	222

B36-37 Please answer 'Yes' or 'No' at B36. Please note that if you answer 'Yes', you must provide your PVG Scheme Membership Number in section B37. You should only cross 'Yes' if you have previously joined the PVG Scheme but have left the scheme. If you have left the scheme and now wish to join again, you should attach a note explaining this. If you do not attach a note explaining this, your form will be returned and you will be asked to complete an Existing Member Application.

Your 16 digit PVG Membership Number can be found on your certificate, under your date of birth, as shown in the example below



If you have not advised Disclosure Scotland that you wish to leave the scheme, you will still be a member and should complete an Existing PVG Scheme Member Application.

Please contact Disclosure Scotland on 03000 2000 40 if you need to check if you have left the scheme.

B38-39 Please answer 'Yes' or 'No' at B38. Please note that if you answer 'Yes', you must provide your registration number in B39. ISA is the Independent Safeguarding Authority, also known as Disclosure and Barring Service. This is a similar scheme to PVG which runs in England and Wales. If you have registered for this scheme, you should provide your 12 digit certificate number whether you have left the scheme or not.

B40-82 Please provide your full current address including postcode. You must provide the date you moved into this address in section B45 in the format MMYYYY. Please note that you must provide a full 5 year address history.

If you have lived at this address for less than 5 full years, you should provide your previous addresses in sections B47-B81 until a full 5 year address history is given. The resident from date must be given for each address in the format MMYYYY. Addresses must be given in the correct date order (most recent first and working backwards). If you need to provide more than 6 addresses, please cross B82 and provide further previous addresses on a separate sheet of paper until a full 5 year address history is given.

If you live away from home or have 2 current addresses, you should enter the address where you would like the certificate to be sent in sections B40-B46 and provide your other current address in sections B47-B53 and attach a note explaining this.

Student addresses – The applicant’s current address must be entered in the current address field. If the applicant is a student then they must enter each address they have lived at in chronological order therefore, they may need to enter their home address multiple times on the form eg;

Home Address – res from date 2016

Student accommodation - res from 2015

Home address – res from 2014

Student accommodation – 2013.

B83-87 Please answer ‘Yes’ or ‘No’ at section B83. Please note that if you answer ‘Yes’, you must provide the code given in the table below for your regulatory body in section B84 and your registration number in B85. You should continue in sections B86 and B87 if you are registered with more than one regulatory body. You can continue on a separate sheet of paper if necessary. If your regulatory body is not listed below, you should not provide your registration details.

<b>Regulatory Body Name</b>	<b>Code</b>	<b>Regulatory Body Name</b>	<b>Code</b>
Care Inspectorate	101	General Chiropractic Council	102
General Dental Council	103	General Medical Council	104
General Optical Council	105	General Osteopathic Council	106
General Teaching Council for Scotland	107	Health Professions Council	108
Nursing and Midwifery Council	109	Royal Pharmaceutical Society of Great Britain	110
Scottish Social Services Council	111		

C1-C2 Please read the application to check that the information provided is accurate and that all sections highlighted in yellow in parts A, B and C are completed. You should then read the declaration in Part C, sign section C1 and enter the date you are signing the application in section C2 in the format DDMMYYYY. All forms that are received by us must be dated within 6 months. Any amendments made to the date in C2 must be initialled by the applicant.

When you sign the form you are confirming that you are not barred from regulated work with the workforce(s) crossed at A2 and that you are requesting a disclosure for lawful purposes (usually to work with children or protected adults).

Section D Whoever is responsible for paying for your PVG certificate should complete sections D1-D10. If you are volunteering for a qualifying voluntary organisation, your application will be paid for by the Scottish Government. Please speak to the organisation you are applying to work or volunteer with to check who will be paying for the application. If you are paying for the application, please refer to the guidance below. These sections must be completed on all application forms.

### **Payment Section for Volunteers**

If you are a volunteer in a qualifying voluntary organisation you should cross ‘Yes’ in D1, cross D2 and cross ‘Registered Body Invoice’ in D3. The reason you need to complete the application in this way is because although the check is carried out at no charge to the organisation or the applicant, payment is still required for the application. The cost of the check is met by the Scottish Government.

If you are a volunteer but not in a qualifying voluntary organisation or a student undertaking a work placement which forms part of the course you are studying, you should follow the guidance below for paid staff.

### **Payment Section for Paid Staff**

Whoever is responsible for paying for the PVG Certificate should complete sections D1 to D10. Please ask the organisation who will be responsible for payment.

If the application is for a volunteer in a voluntary organisation which does not qualify for 'free' checks or for a paid position or someone undertaking a student placement which forms part of the course they are studying, you should cross 'No' in D1, leave D2 blank and select your method of payment in D3. You can select any method of payment except 'Registered Body Invoice' or 'Cheque'. The 'Invoice' option is not available as this method of payment is used to generate the invoice for the Scottish Government to pay for 'free' volunteer checks.

Payment by cheque is no longer accepted. This will resolve the issue of returning multiple forms, which are paid for by one cheque, when there may only be an issue with one form on that cheque. If this will cause difficulties for your organisation, please call our helpline on 01786 849777 and choose option 3.

If you are paying by card, you must provide the card details as requested in sections D4 to D9.

If you are paying by voucher, please provide the voucher number in section D10.

The current cost of a Scheme Record is £59.00.

### **What happens next and is there anything I need to know?**

#### **What To Do With Your Application**

You have now completed the applicant's sections of the application form. Please return it to the person who issued it to you as the organisation will now need to complete certain sections of the application form before they send it to us.

#### **Identification Check**

You will need to provide identification to allow the organisation to confirm your identity. You should speak to the person who gave you the form to check what identification they want to see. The minimum identification you must provide is either one document with a photograph and one document with your current home address (Please note that this must be 2 separate documents) or if no photo id is available then you must see 3 documents, 2 of which must have your current home address. Documents confirming your home address should be issued within the last 3 months.

#### **When Will I Get My Certificate?**

The timescale varies depending on how much information needs to be checked and on how busy the services are. Disclosure Scotland publish their average turnaround times on their website [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk). If you want to check on the progress of your application, please call Disclosure Scotland on 03000 2000 40. If they have not received your application, please then contact us on 01786 849777 option 2.

#### **If Your Personal Details Change**

You should contact Disclosure Scotland on 03000 2000 40 if you change your name, address or gender. Disclosure Scotland will let you know what they need you to send to them.

#### **If You Have A New Conviction**

Disclosure Scotland will continue to update your record with any new vetting information (e.g. convictions). Disclosure Scotland will not contact your employer with this information unless you become barred or considered for listing.

If you become barred or considered for listing, Disclosure Scotland will notify all organisations you do regulated work for.

#### Please Keep Your Certificate Safe

You will need your PVG Membership Number if you need to complete another PVG form in the future.

#### If You Leave Your Position

Please note that if you stop working or volunteering for the organisation that this application relates to, you should contact Disclosure Scotland on 03000 2000 40.