

Existing PVG Scheme Member Application

Guidance for Applicants

You have been given these guidance notes as you are already a PVG member and are applying for a PVG check to carry out regulated work (either paid or unpaid) with a voluntary organisation. You must complete an Existing Member Application if you have already joined the Scheme and are still currently a member. 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 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

Do

- Complete the form if you are a PVG member.
- Complete sections A - C.
- Be sure to sign and date the declaration at Part C, keeping your entire signature inside the box
- Use blue or black ink to complete the form and write clearly in BLOCK CAPITALS.
- Make sure that you complete all fields highlighted in yellow.
- Leave an empty box between each word.
- Add any additional information which you need to send with your application on a separate sheet of paper and attach it to the inside of the application.
- Be aware that if the application is incorrectly completed, it may be returned to you for correction.

Do Not

- Write over the edges of the boxes.
- Use this form if you have previously only had a Police Act Disclosure and have never joined the PVG Scheme. You will need to complete an Application to Join the PVG Scheme.

Quick Guide

Please complete sections A1 to C2. Whoever is responsible for paying for your PVG certificate should complete sections D1-D10. You should clarify this with the person who gave you this form. Detailed guidance is given below.

Type of Application

Glossary

Scheme Record – When you need a full PVG check for either children or protected adults because you have not previously been checked for one of the workforces that you have Selected at A2.

Scheme Record Update – When you have already had a Scheme Record for the workforces you have selected at A2 and just need an update on this. You can only request a Scheme Record Update if you have previously been checked for that workforce.

Workforce(s) – The group of people you are going to be working with: children and/or protected adults.

A1 If when completing this form you are already a PVG Scheme Member, you should clearly select one of the options by marking an 'X' in the appropriate box.

Scheme Membership Statement/ Scheme Membership Statement (Countersigned):
Not available through us.

Scheme Record: You should select this option if:

You are an existing member of the PVG Scheme but have not previously been checked for the workforce(s) that you have selected at A2. Box A3 must then be crossed 'No'. For example, you have previously been checked for children and now you need to be checked for protected adults. See diagram A.

(A)

PART A		Type of Application (Read Note A)	
A1	Cross (X) one box only.	Scheme Membership Statement <input type="checkbox"/>	Scheme Record <input checked="" type="checkbox"/>
		Scheme Record Update <input checked="" type="checkbox"/>	Scheme Membership Statement (Countersigned) <input type="checkbox"/>
A2	Cross (X) each box that applies.	This application relates to regulated work with:	Children <input checked="" type="checkbox"/> Protected Adults <input checked="" type="checkbox"/>
A3	Are you already a scheme member in relation to ALL types of regulated work selected in A2?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

OR

You have applied for a Scheme Record Update, new vetting information has been added to your record and the organisation requires to know what this is. Please note that if you are applying for a Scheme Record for this reason, a note from the organisation stating this must be attached to the inside of your application. In this case, A3 must be crossed 'Yes' See diagram B.

OR

You have not previously been issued a Scheme Record as you only have a Scheme Membership Statement or Scheme Membership Statement (Countersigned). Scheme Record must be crossed and A3 crossed as 'Yes'. Please attach a note inside the application stating that you have a Membership Statement. See diagram B.

(B)

PART A		Type of Application (Read Note A)	
A1	Cross (X) one box only.	Scheme Membership Statement <input type="checkbox"/>	Scheme Record <input checked="" type="checkbox"/>
		Scheme Record Update <input checked="" type="checkbox"/>	Scheme Membership Statement (Countersigned) <input type="checkbox"/>
A2	Cross (X) each box that applies.	This application relates to regulated work with:	Children <input type="checkbox"/> Protected Adults <input checked="" type="checkbox"/>
A3	Are you already a scheme member in relation to ALL types of regulated work selected in A2?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Scheme Record Update: You should select this option if you have previously been checked for the workforce(s) that you have selected at A2 and have been issued a Scheme Record for this workforce. A3 must then be crossed 'Yes'. For example, you have previously been checked for protected adults and another organisation also want you to work with protected adults. See diagram C.

(C)

PART A		Type of Application (Read Note A)	
A1	Cross (X) one box only.	Scheme Membership Statement <input type="checkbox"/>	Scheme Record <input type="checkbox"/>
		Scheme Record Update <input checked="" type="checkbox"/>	Scheme Membership Statement (Countersigned) <input type="checkbox"/>
A2	Cross (X) each box that applies.	This application relates to regulated work with:	Children <input type="checkbox"/> Protected Adults <input checked="" type="checkbox"/>
A3	Are you already a scheme member in relation to ALL types of regulated work selected in A2?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

* Please note, if you require further help in deciding how to complete the form, you can refer to our flow charts which can be found on our website.

A2 Please mark the workforces (children and/or protected adults) you will be carrying out regulated work with. You must only apply in relation to the type(s) of regulated work which you are or will be doing for the organisation by marking a cross in the appropriate box.

A3 Mark an 'X' in the appropriate box. Please mark 'Yes' if you already have a Scheme Record for the workforce(s) that you have selected at A2 and please ensure you are applying for a Scheme Record Update. If you have not previously been checked for the workforce that you have selected at A2 then please cross 'No' and ensure you are applying for a Scheme Record.

Please note that if you already have a Scheme Membership statement you must cross 'Scheme Record' at A1 and complete the rest of part A appropriately. If you are applying for a Scheme Record and you are crossing 'Yes' at A3 then please attach a note advising of the reason for this.

A4 Please cross 'No' as online accounts are not available through us.

Personal Details

B1 Enter your PVG Scheme ID number. This is the 16 digit number provided when you joined the Scheme. You will find this on your certificate (shown in the diagram below) and it will be referred to as your 'PVG Membership number'. It will start with the year and month that you joined the scheme. If you have lost your certificate and do not know your ID number then please call Disclosure Scotland on 0870 609 6006 and they will be able to inform you of this.

Applicant Personal Details	
Surname:	PELL
Forename(s):	SAM
Date of Birth:	00/00/0000
PVG Membership No.:	0000000000000300

- B2 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.
- B3 You should provide the surname you are currently known by.
- B4/5 You should provide your first name. If you have any middle names, they must be provided here. You can continue onto B5 if necessary.
- B6 Please provide your date of birth in the format DDMMYYYY.
- B7 Mark an 'X' in the appropriate box. If 'Yes' please provide details on a separate sheet of paper. It is important that you keep Disclosure Scotland updated of changes to your personal details, as they happen, during the lifetime of your PVG Scheme membership to avoid delays in issuing your PVG record.

Personal details mean name, gender or address. You should notify a change of name or gender within three months of the change occurring. There are no legal requirements to notify a change of address but Disclosure Scotland needs your correct address to ensure you receive your copy of the disclosure record. If your details have changed then please provide a photocopy of proof of the change.

- B8 Have you registered with any Regulatory Body listed below since your last PVG application? Mark an 'X' in the appropriate box. If 'Yes' complete B9&10 and/or B11/B12 selecting the code for the Regulatory Body from the list below. B11 and B12 are relevant only if you are a member of more than one of the bodies listed.

Regulatory Body Name	Code	Regulatory Body Name	Code
Care Inspectorate	101	General Chiropractic Council	102
General Dental Council	103	General Medical Council	103
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 A, B & C highlighted in yellow 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.

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

- D1-D10 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.

- D1-D10 These sections must be completed on all application forms.

Payment Section for Volunteers

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

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.

Payment Section for Paid Staff

If the application is for a paid position or a volunteer in an organisation which does not qualify for 'free' checks 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'. This 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.

If you are paying by cheque, please make the cheque payable to Disclosure Scotland. Note that we will stop accepting cheques in May 2015.

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.
The current cost of a Scheme Record Update is £18.00

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

What to do with your application

You have now completed the applicants 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.

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 0870 609 6006.

If your personal details change

You should contact Disclosure Scotland on 0870 609 6006 if you change your name, address or gender.

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