

Existing PVG Scheme Member Application

Guidance for Signatory/Identification Checker

It is the role of the signatory to check that the application is correctly completed, check applicants identification, complete sections E1 to E8, complete the Coversheet and (if required) complete a checklist to allow us to assess the position.

Please take time to read the guidance as any errors will cause delays in processing forms. 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

Please note that if an applicant has a Police Act Disclosure and has never joined the PVG Scheme then they need to submit an Application to Join form.

Checking Sections A1 to C2

Please ensure you are referring your applicants to the guidance notes for completion of these sections. You can also use this guidance for detailed information on how these sections should be completed. The guidance for applicants can be found in the information resource section of our website.

Check that the applicant has fully and correctly completed the application form. All sections highlighted in yellow must be completed and if section B8 is crossed 'Yes', the subsequent sections relating to that answer must be fully completed.

You should pay special attention to sections A1-3 as this is the area where errors are most often made. You may find it easier to complete section A correctly if you ask to see the applicants previous PVG certificate.

Quick Guide

Please complete sections E1 to E9. Whoever is responsible for paying for your PVG certificate should complete sections D1-D10. You should clarify this with the applicant. Complete a Coversheet and submit a checklist for the position if you have not previously had this assessed. Detailed guidance is given below.

D1-D3 These sections must be completed on all application forms.

Payment Section for Volunteers

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

If the applicant is 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 the applicant is responsible for paying for their PVG Certificate, they should complete sections D1 to D10. Please let the applicant know who will be responsible for payment.

If the application is for a paid position or a volunteer, but not in a qualifying voluntary organisation, 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. Please 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.

E1 Please cross the appropriate box.

E2 Please provide the name of the organisation which is recruiting the applicant. This information should match the details we hold for you.

If you are acting as an intermediary organisation and submitting this form on behalf of another organisation (secondary organisation), you should enter the name of the secondary organisation in this section and ensure you have provided secondary organisation contract for them. If you have not previously sent us the contract, you should send it with the application or the form will be returned to you. Secondary organisation contracts can be found in the Resources section of our website.

E3 If the applicant will be working or volunteering in a specific project or service within your organisation, you should enter the name of the service and ensure you have provided a checklist for this service. If you have not previously sent us a checklist for the project or service, you should send it with the application or the form will be returned to you. Checklists can be downloaded from the Resources section of our website.

E4-5 Please enter the position that the application is for and ensure you have provided a checklist. The name of the position should clearly describe how the position is regulated work e.g. 'Support Worker' or 'Youth Worker' or 'Care Assistant' clearly and concisely describe what the role involves, while 'Volunteer Helper' does not provide any information to allow us to determine that the post meets the criteria for regulated work.

If you have not previously sent us a checklist for the position, you should send it with the application or it will be returned to you. Checklists can be downloaded from the Resources section of our website.

If you have previously sent a checklist for this position, you should not send another as we hold a list of the positions we have assessed for your organisation.

Identification Checking

E6-E8 Please cross the documents you are checking to confirm the identity of the applicant. If you are checking documents other than those specified, you should cross 'Other' and detail the documents in E7 and E8.

It is your responsibility to ensure the person completing the application form is who they say they are by checking their identification. The minimum identification you must check is either one document with a photograph and one document with their current home address or 3 documents, 2 of which must have their current home address.

Documents confirming their home address should be issued within the last 3 months. If you do not check sufficient identification, the application may be returned to you.

Listed below are examples of documents you can use to check your applicants identification. The list is not exhaustive and there will be many other documents which you can use.

Photographic Identification

Passport	Photographic Driving Licence
National Entitlement Card	Photographic Membership Card
Employee ID Card	Certified Photograph*
Young Scot Card	Student Card

Address Confirmation

Utility Bill	UK Driving Licence (either paper or photocard)
Bank Statement	Credit/Store Card Statements
School Letter	Council Letter
Benefit Agency Letter	Financial Statements

If the applicant has recently changed their name and their identification has not yet been changed to their new name, you should check further documents to confirm the name on their identification and their new name. For example, an applicant has recently married but all identification is in their maiden name, you can check the applicants marriage certificate as supplementary evidence.

*A certified photograph should be signed and dated by a responsible person (e.g. minister, teacher, line manager) who has known the applicant for a reasonable period of time. The photograph should be accompanied by the statement "I certify that this is a true likeness of [name of applicant] residing at [enter applicants address] and has been known by me for [enter duration of time]".

E9 This should be left blank.

No further sections of the form should be completed.

Sections E11-F2 will be completed by us as we are responsible for countersigning the application for you and sections G1-H2 do not apply to applications submitted through us.

Completing the Coversheet

The coversheet is used to check that only those entitled to access disclosure information are requesting it. When we receive the coversheet, we will check that the name, codes and signature provided match those held by us.

You will need to list each applicant in the grid provided on the coversheet and whether the check is

- a PVG check for a new member of staff/volunteer – please enter N
- a retrospective* PVG check – please enter R

* a retrospective PVG check is an application you are submitting for an someone who has been in their post prior PVG being introduced (February 2011). Retrospective checking does not apply to Police Act Applications.

Next Steps

- Check that the applicant has fully and correctly completed the application form. All sections highlighted in yellow must be completed.
- You should pay special attention to sections A1-3 and E1-5 as these are the areas where errors are most often made.
- In section A if the applicant has already been checked for the workforce(s) that you have selected at A2 then you will need to request a 'Scheme record Update' and cross A3 as 'Yes'. If they have never been checked for the workforce(s) selected then you need to request a 'Scheme Record' and cross A3 as 'No'. Please refer to the flowcharts that can be found on our website for more help on completing this section.
- Complete the Coversheet. Please ensure the Enrolled Body Code, Signatory Code, Signatory Name, Name of Organisation and Signatory Signature are completed by a Signatory who is enrolled with us.
- Complete a checklist (if required). You can submit a job description if you feel this would help us to assess the post.
- Attach payment (if required).
- Send the application form, coversheet, payment (if required) and checklist (if required) to us at Jubilee House, Forthside Way, Stirling, FK8 1QZ