

# 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](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 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.
- Fields highlighted in yellow must be completed.
- 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.
- Be aware that if the application is incorrectly completed, it may be returned to you for correction.

### Do Not

- 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 D3-D10. You should clarify this with the person who gave you the form. Detailed guidance is given below.

## Type of Application

### Glossary

Scheme Record – a full PVG check because you have not previously joined PVG for one of the workforces you have selected at section A2.

Scheme Record Update – an update on your details as you already have a Scheme Record for the workforce(s) selected in A2.

Workforce(s) – this is the term used to describe the group of people you are going to be working with. The 2 PVG workforces are children and protected adults.

- A1 If 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. 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 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 on A4 paper 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 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 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 wants 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 the Disclosure Services section of the Volunteer Scotland website.

A2 Please mark the workforce(s) 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 (refer to images A, B and C above). 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 No'. 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 03000 2000 40 option 3 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 also 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 A4 paper. It is important that you keep Disclosure Scotland updated of changes to your personal details during the lifetime of your PVG Scheme membership.

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-B12 are relevant only if you are a member of more than one of the bodies listed.

| <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.

Any changes you make should be initialled.

D1 This section must be completed on all application forms.

D2-D10 Whoever is responsible for paying for your PVG certificate should complete sections D3-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 D3 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.

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 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 you must provide 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 [mygov.scot/organisations/disclosure-scotland](https://mygov.scot/organisations/disclosure-scotland). 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 contact the organisation who can call us to check.

#### 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 to confirm the change.

#### 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.