

Guidance Notes for completion of the form for Existing PVG Scheme Member Application

These notes should be read in conjunction with the 'Existing PVG Scheme Member Application' form.

They offer a simple step-by-step guide to completing the form. Should you encounter any difficulties with either the form or these guidance notes, you are advised to contact the Disclosure Scotland PVG Helpline by telephone on 0870 609 6006; by fax on 0870 609 6996; by emailing Disclosure Scotland on info@disclosurescotland.co.uk or by visiting our website on www.disclosurescotland.co.uk.

Comprehensive guidance on the PVG Scheme is also available and may also assist you in completing the application form. This can be found at Disclosure Scotland's website (as above).

When you complete this form, it will contain sensitive personal information about you. For that reason, it is marked **PROTECT – PERSONAL (WHEN COMPLETED)**. This marking means that Disclosure Scotland staff will handle the completed form appropriately and therefore protect your personal information. Disclosure Scotland takes the protection of your personal information extremely seriously and has many physical, computer, procedural and staff security measures in place to ensure that it cannot be accessed or used for anything other than the purposes for which it is needed. In particular, information is only shared with external sources for specific purposes.

Completion of the form

DO

- Complete all sections of the form: Parts A, B, C and if applicable payment at Part D.
- Complete all fields unless guidance notes suggest otherwise. **Mandatory fields are highlighted in yellow.**
- We recommend you use blue or black ink to complete the form and write clearly in **BLOCK CAPITALS**.
- Use only one letter or number for each box. The number of boxes given for each section indicates the maximum amount of letters/numbers that the system will accept.
- Please indicate a space by leaving an empty box e.g. 1 Tower Court should be entered **1□TOWER□COURT**.
- Mark choices in the boxes indicated with an 'X'.
- Be sure to sign the declaration at Part C, keeping all of your signature inside the box.
- Make a note of the application form number (the 16 digit number printed under the barcode in the top right hand corner on the front of the form) for enquiry purposes. Note that this is **not** the same as the PVG Scheme membership number.
- If you make a mistake please correct it by either using correcting fluid sparingly, or by clearly scoring through the error and by writing the answer in the remaining space. If this is not possible, please start a new form.
- **Only** complete the sections that are applicable to you. Don't mark any other part of the form.

DON'T

- Write over the edges of the boxes.
- Place any stamps or stickers on the form, (e.g. those featuring addresses) or the application will be delayed.

Introduction

This is the form for applying for various disclosure records under the Scheme under the Protection of Vulnerable Groups (Scotland) Act 2007 - called the PVG Scheme. **You should use this form only if you are already a member of the Scheme.** If you are already a member of the Scheme for one type of regulated work (e.g with children) and want to expand your membership to include the other type of regulated work (with protected adults), you should use this form. You should use this form to request Statements of Scheme Membership, Scheme Records and Scheme Record Updates.

When you sign the form, you are confirming that –

1. you are not barred from the type(s) of regulated work to which your application for a disclosure record relates (it is a criminal offence to seek to do regulated work while barred); and
2. you are requesting a disclosure record for lawful purposes, usually that you are seeking to do the type(s) of regulated work to which the application relates.

You are reminded that, when you are a PVG Scheme member –

1. Disclosure Scotland will continuously update the records they hold about you so that any new vetting information (e.g. convictions) will be added to your record as it becomes available.
2. Disclosure Scotland will notify all organisations for whom you are doing regulated work if you are placed under consideration for listing or become barred.
3. You must notify Disclosure Scotland of any change in your name or gender within three months of the change taking place.
4. You should notify Disclosure Scotland when you cease to do regulated work for an organisation. Failure to do so may lead to that organisation receiving notifications of any future consideration for listing or barring to which you may become subject.
5. You should take due care of your PVG Scheme membership number and any disclosure records or other documentation issued to you by Disclosure Scotland.

NOTE A Type of Application

- A1** You must choose which type of disclosure record you want to be issued to you.

You should clearly select one of the options by marking an 'X' in the appropriate box.

If you are applying to work in an organisation, the countersignatory will inform you whether a Scheme Record or a Scheme Record Update is required.

Scheme Membership Statement:

Select this box when your application is made in respect of doing regulated work of the other type in future. (i.e., you are a PVG Scheme member for regulated work with children only and now intend to do regulated work with protected adults, or vice versa), and you **do not** have an organisation or personal employer in mind when you apply. This form does not need to be countersigned.

Scheme Record:

Select this box if you require a Scheme Record for either or both types of regulated work (whether or not you are a PVG Scheme member in respect of the type(s) of regulated work to which the application relates).

You should also select this box to request a Scheme Record following a Scheme Record Update.

[Note: a Scheme Record is **free** for volunteers doing regulated work for a qualifying voluntary organisation]

To request a Scheme Record, this form must be countersigned by a registered body.

Scheme Record Update:

Select this box if you require a Scheme Record Update.

You must already have Scheme Record(s) for the type(s) of regulated work to which the application relates.

[Note: a Scheme Record Update is **free** for volunteers doing regulated work for a qualifying voluntary organisation]

To request a Scheme Record Update, this form must be countersigned by a registered body.

Scheme Membership Statement (Countersigned):

Select this box when you require a Scheme Membership Statement to be sent to a Personal Employer (whether or not you are a PVG Scheme member in respect of the type(s) of regulated work to which the application relates).

To request a Scheme Membership Statement to be issued to a personal employer, this form must be countersigned by the personal employer.

- A2** Mark an 'X' in each box that applies. You must only apply in relation to the type(s) of regulated work which you are or will be doing for the organisation or personal employer(s).
- A3** Mark an 'X' in the appropriate box. If you are not currently a Scheme Member for one of the types of regulated work highlighted at **A2** above, then this is an application to expand your membership of the Scheme to cover that other type of regulated work and you will have to pay the higher fee again (£59).
- A4** Mark an 'X' in the appropriate box. If 'Yes' complete **A5/A6** with your contact email address.
- A5/A6** Please insert a preferred e-mail address at which Disclosure Scotland will be able to contact you if necessary. The e-mail address must be personal to you **as sensitive personal information may be sent to that address**. If you provide an e-mail address, this will be used as the main means of communications with you.

NOTE B Personal Details

- B1** Enter your PVG Scheme membership number. This is the 16 digit number provided when you joined the Scheme.
- B2** Mark an 'X' in the appropriate box. Examples of 'Other' may be 'Reverend', 'Doctor' etc.
- B3 – B5** Enter current surname and **all** forenames not just initials.
- B6** Enter your date of birth in the format DD/MM/YYYY.
- B7** Personal details means 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.

Mark an 'X' in the appropriate box. If 'Yes' please provide details on a separate sheet of paper. It is important that you keep us updated of changes to your personal details as they happen during the lifetime of your PVG Scheme membership to avoid delays to issuing your disclosure records.

Regulatory Body Details

- B8** Mark an 'X' in the appropriate box. If 'Yes' complete **B9 – B12** below 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	Regulatory Body Code
Care Commission*	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

*Also known as the Scottish Commission for the Regulation of Care.

If you are registered with the General Teaching Council for Scotland or Scottish Social Services Council **and** you include your registration number **and** you are applying for PVG Scheme membership in respect of the other type of regulated work **and** you are applying for a Scheme Record, then a duplicate of your Scheme Record will be sent to the GTCS or SSSC, as appropriate.

If you are applying for registration at the same time as you are making this application and do not yet have a registration number then you should answer **B8** 'No' and let us have the relevant details at a later date, once you have completed the registration process.

NOTE C Declaration

By signing the declaration on the form you are making certain statements –

- You are requesting a disclosure record under the PVG Scheme:
 - if you are already a member of the Scheme for one type of regulated work, you can only expand your membership of the Scheme to cover the other type of regulated work if you are not barred from doing that other type of regulated work. If you seek to do regulated work when you are barred from doing that type of regulated work, then you will commit a criminal offence.
 - you can only request disclosure records under the PVG Scheme for lawful purposes, usually that you are seeking to do the type(s) of regulated work to which the application relates.
- You are requesting that a disclosure record is issued to the persons specified in the application in relation to the type(s) of regulated work specified in your application.
 1. If you have asked for a Scheme Membership Statement, then by signing this form you are asking for this to be issued to you only
 2. If you have asked for a Scheme Record, then by signing this form you are asking for the Scheme Record to be issued to the organisation you wish to work for and, if applicable, to the General Teaching Council for Scotland or Scottish Social Services Council if you have given details of your registration with them in field **B8**. A copy of the Scheme Record will also be issued to you
 3. If you have asked for a Scheme Record Update, then by signing this form you are asking for the Scheme Record Update to be issued to the organisation you wish to work for. A copy of the Scheme Record Update will also be issued to you.
 4. If you have asked for a Scheme Membership Statement for a personal employer, then by signing this form you are requesting the Scheme Membership Statement to be issued to the personal employer. A copy of the Scheme Membership Statement will also be issued to you.
- You understand that Disclosure Scotland will use the information you have given to verify your identity and check and process your application. Disclosure Scotland will use the information about you for the purposes of the Scheme, for the prevention or detection of crime and for other related purposes. Disclosure Scotland will continuously monitor and update the information it holds about you.
- You understand that Disclosure Scotland may pass the information it holds about you to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the Scheme, of the prevention and detection of crime, of the apprehension and prosecution of offenders and for other related purposes.
- You are confirming that the information you have given is complete and correct.
- You are confirming that you understand that to knowingly make a false statement in this application is a criminal offence.
- You are agreeing to give any additional information that may be required to verify the information given and will immediately notify any changes to your information.

C1/C2 This records the applicant's signature and date of signing. It is important that the signature is kept within the border of the box provided.

NOTE D Payment

Please read the note at the beginning of Part 'D' of the Application Form.

Unless you are a volunteer AND you are applying in respect of a position doing regulated work with a qualifying voluntary organisation, then a fee is payable either by you or the person who will be countersigning the application. Details of the fee structure for the PVG Scheme are attached as an annex to these guidance notes.

- D1** If you are paying for this application then you should answer this question 'No'. Otherwise you should leave it blank for the person who will be countersigning the application to answer.
- D2** If you are paying for this application yourself, then you should leave this box blank. If this application is to be paid for by a Registered Body or Personal Employer they should mark an 'X' in this box. They should then complete the rest of Part D and either Parts E and F or Parts G and H of the form as appropriate.
- D3** Please select the method of payment in this section and mark an 'X' in the appropriate box. **Only one** method should be selected.
- D4 – D9** This section is for your credit/debit card details. If you are paying by this method, please copy the details carefully from your card.
- D10** Enter your full voucher number here. The voucher is supplied by the Employment Services.

NOTE E Registered Body: Countersignatory Details and Declaration

- E1** Mark an 'X' in the appropriate box.
- E2/E3** Complete the **FULL** name of the organisation which is offering regulated work to the applicant. (This may not be the same as the registered body). Use both lines if required.
- E4/E5** Complete details of the post for which the application is being made.
- E6** This section is to be completed by the countersignatory who must satisfy themselves as to the identity of the applicant. The countersignatory must provide confirmation of the documentation that they have seen as proof of identity of the applicant. A list of various pieces of acceptable identification is given, with accompanying tick boxes. An 'X' should be marked in each of the boxes to show which pieces of identification have been seen by the countersignatory. **E7 – E8** is to record any other piece of identification seen by the countersignatory.
- E9** If you are authenticating this application using 'URU', please supply the Authentication Reference number.
- E10** Complete details of the full name of the Registered Body .
- E11** Complete details of the Registered Body Code and, if appropriate, the Sub Account Code where the charge is to be invoiced.
- E12/E13** This records the Countersignatory Name and their Countersignatory Code (this Code will have been provided at time of initial registration of the registered body).
- E14** Mark an 'X' in the appropriate box. If 'Yes' complete **E15/E16** with details of the name of the organisation which is offering regulated work to the applicant.

NOTE F Countersignatory Declaration

You must declare that the disclosure is requested for the purpose of enabling or assisting you (or any other person for whom you act) to consider the applicant's suitability to do, or to be offered or supplied for, the type(s) of regulated work specified in this application. It is a criminal offence to make a false declaration.

F1/F2 This records the countersignatory's signature and date of signing. It is important that the signature is kept within the border of the box for scanning purposes. The signature provided here will be checked against the sample provided on the Registration application.

NOTE G Personal Employer Details and Declaration

Role Details

G1 Mark an 'X' in the appropriate box.

G2/G3 Complete details of the post for which the application is being made.

Personal Employer Details

G4 Mark an 'X' in the appropriate box. Examples of 'Other' may be 'Reverend', 'Doctor' etc.

G5 – G7 Enter current surname and **all** forenames not just initials.

G8 – G10 Please insert a contact number together with a preferred email address at which Disclosure Scotland will be able to contact the Personal Employer if necessary.

Personal Employer Address

G11 – G16 This is the address the Personal Employer's copy of the certificate will be sent to.

NOTE H Declaration

You must declare that the disclosure is requested for the purpose of enabling or assisting you (or any other person for whom you act) to consider the applicant's suitability to do, or to be offered or supplied for, the type(s) of regulated work specified in this application. It is a criminal offence to make a false declaration.

H1/H2 This records the Personal Employer signature and date of signing. It is important that the signature is kept within the border of the box provided.

BLANK