AN APPLICANT’S GUIDE TO CHECKING & COMPLETING AN ‘APPLICATION TO JOIN PVG SCHEME’

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INTRODUCTION:

Note – only individuals who are new to the PVG scheme and not currently a member of the PVG Scheme should complete this application form. Please contact Disclosure Scotland if you would like to confirm whether or not you are a PVG Scheme Member.

Our Application Processing department are responsible for carrying out quality assurance checks on all application forms received. Unnecessary delays to processing applications are caused by mandatory fields being omitted from an application form or where completed fields have been endorsed incorrectly. Please note that all mandatory fields are highlighted in yellow on the application form. This guide has been created to help identify the most common errors and how to avoid these, it also includes a list of ‘Do’s’ and ‘Don’ts’, a breakdown of what information each field should contain and an applicant checklist for you to refer to before submitting an application to Disclosure Scotland or to a registered person/employer.

DO’S AND DON’TS:

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 which will be printed on a disclosure record when it is issued.</td>
<td>Do not place any stamps or stickers on the form, (e.g. those featuring addresses).</td>
</tr>
<tr>
<td>Ensure all fields have been completed unless guidance notes suggest otherwise. Mandatory fields are highlighted in yellow and must be completed.</td>
<td>Do not write over the edges of the boxes.</td>
</tr>
<tr>
<td>Ensure all choices in the boxes are indicated by a cross [X], not a [✓].</td>
<td>Do not submit any scanned, downloaded or photocopied versions of an application form, we are unable to accept these and the application(s) will be rejected.</td>
</tr>
<tr>
<td>Ensure the application has been completed in black or blue ink and written clearly in BLOCK CAPITALS within the boxes provided.</td>
<td>Do not send any original documents to Disclosure Scotland, we only require photocopies of documents.</td>
</tr>
<tr>
<td>Ensure only one letter or number has been used for each box. The number of boxes given for each section indicates the maximum amount of letters/numbers that the system will accept.</td>
<td></td>
</tr>
<tr>
<td>If you make a mistake please ensure it is corrected 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.</td>
<td></td>
</tr>
</tbody>
</table>
COMMON ERRORS:
The most common errors in relation to an Application to Join are listed below. Please look out for these before submitting an application to a registered person to countersign or to Disclosure Scotland. All mandatory fields must be endorsed however please pay particular attention to the fields below to ensure they have been completed correctly, this will avoid any unnecessary delays to the progress of an application.

- An application to join is for individuals who are not currently a member of the PVG Scheme. Please do not complete this form if you are already a member of the scheme. Once you become a PVG member you should complete an existing member application.

- A1 – Level not selected/incorrect level selected/more than one level selected. Please note that Scheme Membership Statements & Scheme Membership Statements (Countersigned) do not contain vetting information but simply confirm an individual is/isn’t barred. They are intended for use by individuals and personal employers. If you receive a Scheme Membership Statement because you have requested one in error, and you want a Scheme Record, you must submit another application and pay the appropriate fee.

- A2 – Please ensure the correct workforce has been selected in relation to the position applied for. Disclosure Scotland are unable to add a workforce once an application has been received and any additions will require a new application form to be completed. You must only apply in relation to the type(s) of regulated work which you will be carrying out for your employer. Please clarify the workforce required with your employer if you are unsure.

- B13 – Mother’s family name is often omitted. Please enter your mother’s surname at the time of her birth, ensuring no forename(s) have been included.

- B23-B33 – Additional Information. If ‘yes’ has been marked for any of the questions in this section you must also provide the relevant information i.e document numbers and county of issue. If you have lost any of the documents or do not have access to them please ensure you include a covering letter to advise or this may be queried by Disclosure Scotland. Driving licence numbers often highlight that a middle name has not been provided on the application form or a date of birth anomaly, if applicable please ensure all names indicated on your driving licence have been declared on the application form.
**APPLICATION FORM BREAKDOWN:**

**PART A – TYPE OF APPLICATION**

**A1** - Ensure only one level of disclosure has been selected. Please seek further guidance from your employer or Disclosure Scotland if you are unsure of which level you should apply for.

**Scheme Membership Statement:** Please note Scheme Membership Statements do not contain vetting information but simply confirm if the individual is/isn’t barred as they are intended for use by individuals, for example if you are not going to be working with an organisation and wish to apply to become a PVG member for your own personal use, for example self-employed. If you receive a Scheme Membership Statement because you have requested one in error and you want a Scheme Record you must submit another application and pay the appropriate fee.

**Scheme Record:** Scheme Record certificates will show full vetting information and are often used if you are gaining employment through an organisation. Please note that page 4 must be completed by a registered person which is often your employer, therefore please discuss with them where the application should be forwarded to once you have completed the relevant sections required.

**Scheme Membership Statement (Countersigned):** Please note Scheme Membership Statements(Countersigned) do not contain vetting information but simply confirm the individual is/isn’t barred, they are intended for use by personal employers. For example an individual employing a nanny/childminder to look after their children, not through an organisation.

<table>
<thead>
<tr>
<th>PART A</th>
<th>Type of Application (Read Note A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Cross (X) one box only</td>
</tr>
<tr>
<td>A2</td>
<td>Cross (X) each box that applies.</td>
</tr>
<tr>
<td>A3</td>
<td>Do you wish to apply for an online account with Disclosure Scotland? Yes No</td>
</tr>
</tbody>
</table>

**A2** - Confirm at least one ‘X’ has been marked at A2. You must only apply in relation to the type(s) of regulated work which you will be doing for an organisation. Please note you are not permitted to apply for a workforce that you have been barred from working with.

**A3** – Mark an ‘X’ in the appropriate box. If ‘yes’ complete B21/B22 at the bottom of the page with a contact email address. *Note that on-line accounts are not currently available however the email address provided may also be used by Disclosure Scotland to contact you.*
PART B – PERSONAL DETAILS

B1
Mark an ‘X’ in the appropriate box. Examples of ‘Other’ may be Doctor, Reverend, Lord etc.

B2, B3 & B4
Enter current surname and all forenames (this includes middle names that you wish to appear on your certificate). This will be the name that appears on your disclosure certificate. Please write your full name and not just initials. If you do not wish your middle name to appear on the certificate it should be entered at B7.

B5-B12
If you have answered B5 as ‘yes’ please confirm the details at B6-B11. Please note that these fields should only be completed where the information differs from above (B2/3), for example, marriage, adoption (where known) or change of name via deed poll. If you prefer not to have your middle name(s) appear on the certificate the name(s) should also be entered here for vetting purposes. Both the current forename and middle name(s) should be entered and not the middle name on its own.

Adopted - If you are adopted it is not necessary to provide your name at birth if your adoption was prior to the age of eight.
Transgender - If you are a transgender applicant and do not wish your employer to know of your previous gender please contact Disclosure Scotland’s helpline or website for further guidance.

B13 - Mother’s Maiden Surname or Family name should be entered here, please ensure no forename(s) have been supplied. This should be your mother’s surname at the time of her birth.
PART B - PERSONAL DETAILS CONT’D

B14/15, B16, B17, B18

B14
Your date of birth should match any supporting documents provided and in the format of DD/MM/YYYY.

B15
An ‘X’ should be marked in the appropriate gender box.

B16
Town of birth should be supplied.

B17
Country of birth should be supplied.

B18
Nationality: e.g. British, Irish.

B19-B22

Relevant contact details should be provided in the case that Disclosure Scotland should contact you regarding your personal details.

The email address provided should be personal to you as sensitive information may be sent to this address.
PART B CONT’D - ADDITIONAL INFORMATION

Please note if you have a Passport, Driving Licence or National ID card but are not in possession of the document to complete the relevant details please select ‘Yes’ and provide a covering letter with the application to advise.

B23, B24
If ‘yes’ ensure B24 is endorsed with National Insurance No.

B25, B26, B27
If ‘yes’ complete B26 with Passport number and B27 with country of issue.

B28, B29 & B30
If ‘yes’ please complete B29 with Driving Licence Number and B30 with country of issue.

Please note if you have a UK Driving Licence number you should enter the number noted at 5. in field B29 and the country of issue noted at 3. in field B30. Driving licence numbers often indicate middle name(s) that have been omitted at field B3 therefore please ensure any names on your driving licence have been provided on the application at either B2/3 or B6/7.
### PART B CONT’D - ADDITIONAL INFORMATION

**B31, B32 & B33**
If ‘yes’ please ensure B32 and B33 are completed with ID Card number and country of issue.

**B34**
This relates to a National Entitlement Card issued by a Scottish Local Authority, the card number should be entered here with no further details.

**B35**
Electricity Supplier No. is not mandatory and there is no requirement to complete this.

**B36 & B37**
Enter an ‘X’ in the appropriate box. If you have answered ‘yes’ and are a current scheme member you should complete an existing member application form as the application to join is for new PVG scheme members only. If you were previously a member and have since left the scheme you should enter your previous PVG membership number here.

**B38 & B39**
If ‘yes’ please complete B39 with registration No.

ISA = Independent Safeguarding Authority.

Please note ISA have now merged with Disclosure Barring Service (DBS)

<table>
<thead>
<tr>
<th>B31</th>
<th>Do you have a National Identity Card?</th>
<th>Yes</th>
<th>No</th>
<th>If ‘Yes’, enter details below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B32</td>
<td>National Identity Card No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B33</td>
<td>Country of issue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B34</td>
<td>National Entitlement Card No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B35</td>
<td>Electricity Supplier No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B36</td>
<td>Are you now, or have you ever been a member of the PVG Scheme?</td>
<td>Yes</td>
<td>No</td>
<td>If ‘Yes’, enter details below.</td>
</tr>
<tr>
<td>B37</td>
<td>PVG Scheme ID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B38</td>
<td>Are you now, or have you ever been registered with the ISA?</td>
<td>Yes</td>
<td>No</td>
<td>If ‘Yes’, enter details below.</td>
</tr>
<tr>
<td>B39</td>
<td>ISA Registration No.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PART B CONT’D - ADDITIONAL INFORMATION**

**B40-B82**

The address history section should record your current home address and full five year address history. We require this to be in full chronological order. Disclosure Scotland also require the resident from dates, please note that a full period is required up to and including the current month and year of completing the application form. For example if you have been resident at your current home address since 10/2011 and the current month is 03/2016 we would require an address history from at least 03/2011.

Please note the address entered at B40-B46 will be the address the applicant’s copy of the certificate will be issued to and we will also hold this address on file until notified of any changes to your personal details.

If more space is required please mark an ‘X’ at B82 and continue the address history on a separate piece of paper in the same format given. Please ensure the application barcode has been endorsed on the separate piece of paper.

If you have been homeless for a period of time with no address to provide please enter no fixed abode, with the resident from dates for the period that you were of no fixed abode and include a covering letter to advise of the town or county in which they were during the stated period.

<table>
<thead>
<tr>
<th>Current Address</th>
<th>Address History</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Number, Street)</td>
<td>(Number, Street)</td>
</tr>
<tr>
<td>Post Town</td>
<td>Post Town</td>
</tr>
<tr>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Post Code</td>
<td>Post Code</td>
</tr>
<tr>
<td>B40/B41</td>
<td>B54/B55</td>
</tr>
</tbody>
</table>

If you require more space use a separate piece of paper and cross (X) this box.
**PART B CONT’D - ADDITIONAL INFORMATION**

### B83

**Regulatory Body Details:**

<table>
<thead>
<tr>
<th>Regulatory Body Name</th>
<th>Regulatory Body Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Care Commission</td>
<td>101</td>
</tr>
<tr>
<td>General Chiropractic Council</td>
<td>102</td>
</tr>
<tr>
<td>General Dental Council</td>
<td>103</td>
</tr>
<tr>
<td>General Medical Council</td>
<td>104</td>
</tr>
<tr>
<td>General Optical Council</td>
<td>105</td>
</tr>
<tr>
<td>General Osteopathic Council</td>
<td>106</td>
</tr>
<tr>
<td>General Teaching Council for Scotland</td>
<td>107</td>
</tr>
<tr>
<td>Health Professions Council</td>
<td>108</td>
</tr>
<tr>
<td>Nursing and Midwifery Council</td>
<td>109</td>
</tr>
<tr>
<td>Royal Pharmaceutical Society of Great Britain (now known as General Pharmaceutical Council)</td>
<td>110</td>
</tr>
<tr>
<td>Scottish Social Services Council</td>
<td>111</td>
</tr>
</tbody>
</table>

**B83-B87**

An ‘X’ should be marked in the appropriate box.

If you are registered with any Regulatory Body listed above Disclosure Scotland should be notified.

Please refer to above table for the format of B84/B86.
PART C – DECLARATION (APPLICANT)

C1/C2

This records your signature and date, so please ensure the signature is kept within the box provided. If the signature has been omitted when this is received by Disclosure Scotland we will be unable to process the application and a new one will be required with a signature endorsed.

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

• You are asking to join the PVG Scheme:
  - you can only join the Scheme if you are not barred from doing the type of regulated work to which the application relates. If you ask to join the Scheme when you are barred from doing that type of regulated work, then you will commit a criminal offence.
  - you can only apply to join 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 B83. A copy of the Scheme Record will also be issued to you
  3. If you have asked for a Scheme Membership Statement (Countersigned), 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.
PART D – PAYMENT

D1
If you are paying for this application please complete section D.
If you are not paying for it please leave section D blank and forward the form directly to the person who will be countersigning it (this is normally your employer).

D2
An ‘X’ should only be marked if this application is being paid for by a Registered Body.

PART D – PAYMENT CONT’D

D3
An ‘X’ should be marked in the appropriate box.
Please ensure only one payment method has been selected, if more than one has been marked the application may be returned or delayed. All cheques and postal orders should be made payable to ‘Disclosure Scotland’.

D4-D8/9
This section should be completed for card payments marked at D3 only. If any other payment method has been selected this section should be blank.
Please be aware that due to security this section is redacted from our system therefore hand writing should be particularly clear to ensure the correct data is captured.

D10
Voucher number should be recorded here if using voucher as method of payment.

---

**Method of Payment**

<table>
<thead>
<tr>
<th>Registered Body</th>
<th>Invoice</th>
<th>Cheque</th>
<th>VISA</th>
<th>VISA Debit/Delta</th>
<th>Master Card</th>
<th>Maestro</th>
<th>Voucher</th>
</tr>
</thead>
</table>

Please make cheques payable to ‘Disclosure Scotland’. We recommend the cheque is completed in blue or black ink.

**Credit/Debit Card Payments**

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Expiry Date</th>
<th>Issue Number</th>
<th>Name of Cardholder</th>
<th>Cardholder’s Signature</th>
</tr>
</thead>
</table>

This is the large number written across the middle of your card. Do not leave blank spaces.

**Voucher Payment**

<table>
<thead>
<tr>
<th>Voucher Number</th>
<th>Signature Date</th>
</tr>
</thead>
</table>

**For Disclosure Scotland use only, please do not mark**
PART E – REGISTERED BODY DETAILS

Please note this section should only be countersigned if you are applying for a Scheme Record.

If applicable this section should be completed by the person countersigning your application, this is normally your employer.

Please forward to the signatory for completion before submitting to Disclosure Scotland.
**PART G – PERSONAL EMPLOYER DETAILS**

This section should be completed for *Scheme Membership Statements Countersigned only*.

If applicable, please forward to your personal employer for completion.
## APPLICANT’S CHECKLIST FOR AN APPLICATION TO JOIN

<table>
<thead>
<tr>
<th>APPLICANT CHECKLIST</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you confirmed that you are not already a member of the PVG scheme?</td>
<td></td>
</tr>
<tr>
<td>Have you kept a note of the application barcode?</td>
<td></td>
</tr>
<tr>
<td>Have all mandatory fields been completed (excluding employer/countersignatory details)?</td>
<td></td>
</tr>
<tr>
<td>Have you signed and dated C1/2?</td>
<td></td>
</tr>
<tr>
<td>If you are paying for the application – Have you selected one method of payment and if applicable attached physical payment e.g. cheque supplied?</td>
<td></td>
</tr>
</tbody>
</table>