

PVG

Guidance for Volunteers with Girlguiding Living in Scotland

The Trustees of Girlguiding Scotland require new and existing volunteers who will be working in regulated activity to register themselves with the PVG Scheme and record Girlguiding as one of the organisations that should be notified should they receive a criminal conviction or barring.

Application to Join PVG Scheme

There are two different forms for PVG Scheme registration. The 'Application to Join PVG Scheme' form should be completed by anyone not already registered under the Scheme. All forms can be obtained from your ID Verifier (if you do not know who this is, please ask your local Commissioner).

DO

- Complete the form in CAPITAL LETTERS using blue or black ink
- Make sure that all information is kept within the small boxes provided as this form will be scanned and stored electronically by Disclosure Scotland
- Leave an empty box between words, eg SARAH □ SMITH
- Draw a single line through any mistakes
- **Complete all sections highlighted in yellow** in Parts A, B and C - be aware that if you answer 'Yes' to any question you will be asked to provide additional information
- Where prompted, mark yes/no answers with an X
- Continue onto a separate piece of paper if you run out of space - please remember to make a note of the question number, eg B4
- Label any additional sheets (if required) with your full name and application reference number (number under the bar code, top right corner)

DO NOT

- Write over the edges of the boxes
- Place any stamps, stickers or labels on the form (eg address labels)
- Use staples to affix extra information
- Use correction fluid

As an applicant, you must complete **Parts A, B and C** of the form. It is important that you check your form carefully as **incomplete forms and forms containing mistakes will be destroyed and you will have to start a new application.**

You do not need to complete **Parts D, E, F, G or H.**

Your ID Verifier will ask to check three pieces of identification. For further information or support in completing your 'Application to Join PVG Scheme' form, please contact your ID Verifier or visit www.girlguidingscotland.org.uk/leaders/resources/recruitment-checks/.

- A1** Please cross 'Scheme Record'.
- A2** Please cross 'Children'.
- A3** Please cross 'No'.
Girlguiding does not currently use online accounts.

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 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 type="checkbox"/>
A3	Do you wish to apply for an online account with Disclosure Scotland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If 'Yes', complete B21/B22.

B1 Please cross the box next to your title.
If your title is not shown, please write your title in the section marked 'Other'. If you have more than one title, choose the title you would like to appear on your certificate.

B2 Please write your current surname.

B3-4 Please write your first name and all middle names. You must write all names out in full (no initials). You can continue onto **B4** if you need more space.

B5 You must cross 'Yes' if you have ever been known by any other name(s). If your title in section **B1** is 'Mrs', you must cross 'Yes' and provide your surname prior to marriage in the section below, even if your surname has not changed.

B6-12 If you answered 'Yes' to **B5**, please write any other names that you have been known by in sections **B6** to **B12**. Otherwise, please continue to **B13**. If you run out of space, please cross **B12** and use a separate piece of paper.

B13 Please write the surname used by your mother/ adopted mother at birth. You do not need to provide a forename.

PART B Personal Details (Read Note B)						
Name(s)						
B1	Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="checkbox"/>
B2	Present Surname					
B3	Present Forename(s)					
B4						
B5	Are you now, have you ever been, or were you at birth known by a different name?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If 'Yes', enter details below.	
B6	Surname					
B7	Forename(s)					
B8						
B9	Surname					
B10	Forename(s)					
B11						
B12	If you require more space use a separate piece of paper and cross (X) this box. <input type="checkbox"/>					
B13	Mother's Maiden or Family Name					

B14-15 Please provide your date of birth in the format DD/MM/YYYY.
Please cross the appropriate box.

B16 Please write the name of the town where you were born.

B17 Please write the country where you were born.

B18 Please write your nationality.
This should be 'British' (if applicable), not Scottish.

Birth Details												
B14/B15	Date of Birth	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
B16	Town of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B17	Country of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B18	Nationality	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B19-22 Please provide your contact details, this will allow Disclosure Scotland to contact you if necessary.
Please note that Disclosure Scotland use email as their preferred method of contact. You should provide a personal email address as you may receive personal or sensitive information.

Contact Details												
B19	Day Contact No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B20	Evening Contact No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B21	Email Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B22		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B23-24 Please answer 'Yes' or 'No'. If your answer is 'Yes' you must provide your National Insurance Number in **B24**. This should be given in the following format:
AB 12 34 56 C

B25-27 Please answer 'Yes' or 'No'. If your answer is 'Yes' you must provide your passport number in **B26** and the country of issue in **B27**. Please write the country of issue as it appears in your passport.

Additional Information												
B23	Do you have a UK National Insurance Number?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If 'Yes', enter details below.								
B24	National Insurance No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B25	Do you have a Passport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If 'Yes', enter details below.								
B26	Full Passport No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B27	Country of Issue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B28-30 Please answer ‘Yes’ or ‘No’. If your answer is ‘Yes’ you must provide your driving licence number in **B29** and the country of issue in **B30**.

If you hold a UK driving licence, the number can be found at point 5 of your photo card. This will be given in the following format*:

A	B	C	D	E
JONES	615109	CE9	LY	12

B31-33 Please answer ‘Yes’ or ‘No’. If your answer is ‘Yes’ you must provide the card number in **B32** and the country of issue in **B33**.

B34 If you have a National Entitlement Card issued by a Scottish Local Authority, you must provide the number here. Some examples of National Entitlement Cards are: Young Scot Card, Concessionary Travel Pass and One Scotland Card.

B35 If you have an electricity supply to your home, please write the 21 digit electricity supplier number here. This number will be given on your electricity bill in the following format:

S	01	123	456
	67	6789	0123 222

B36-37 Please answer ‘Yes’ or ‘No’**. If your answer is ‘Yes’ you must provide your 16-digit PVG Scheme ID number in **B37**. This number can be found on your PVG Certificate, under your date of birth.

B38-39 Please answer ‘No’.

The form contains the following fields:

- B28** Do you have a Driving Licence? Yes No If 'Yes', enter details below.
- B29** Driving Licence No. [Grid]
- B30** Country of Issue [Grid]
- B31** Do you have a National Identity Card? Yes No If 'Yes', enter details below.
- B32** National Identity Card No. [Grid]
- B33** Country of Issue [Grid]
- B34** National Entitlement Card No. [Grid]
- B35** Electricity Supplier No. [Grid]
- B36** Are you now, or have you ever been a member of the PVG Scheme? Yes No If 'Yes', enter details below.
- B37** PVG Scheme ID [Grid]
- B38** Are you now, or have you ever been registered with the ISA? Yes No If 'Yes', enter details below.
- B39** ISA Registration No. [Grid]

* Part C of your driving licence is comprised of your initials and the number 9. **Please note that if your driving licence indicates that you have a middle name, you must provide this in B3.** In the example shown, the applicant has a first name beginning with C and a middle name beginning with E.

** You should only cross ‘Yes’ if you have previously joined the PVG Scheme and have told Disclosure Scotland that you wish to leave. If you have left the Scheme and now wish to join again you must provide a note to explain this. If you do not provide a note, your form will be destroyed and you will have to start the application again.

If you have not told Disclosure Scotland that you wish to leave, you will still be a member of the PVG Scheme and should complete an ‘Existing PVG Scheme Member Application’ form.

B40-46 Please write your house name/number and street in **B40**, you can continue onto **B41** if you need more space.

Please write your post town in **B42** and county in **B43**.

Please write your postcode in **B44** and the date that you moved into this address in **B45**. This should be in the format MM/YYYY.

If you live away from home or have more than one current address, please provide the address where you would like your PVG certificate to be sent and attach a note explaining this. Please provide your second address in **B47-82**.

B47-82 If you have lived at your current address for less than five full years, you must provide your previous address(es) in sections **B47-81**. You must provide the date that you moved into each address in the format MM/YYYY.

Please provide your most recent address first and work backwards, leaving no gaps.

If you need to provide more than six addresses, please cross **B82** and provide the additional address(es) on a separate piece of paper.

Remember you only need to provide addresses for the last five full years.

Current Address		This is the address which will be printed on the applicant's certificate, and to which the certificate will be sent.									
B40	Address (Number, Street)										
B41											
B42	Post Town										
B43	County										
B44/B45	Post Code					Resident From		/			
B46	Country										

Address History		Please provide your address history in the last five years. (Most recent first, excluding current address.)									
B47	Address (Number, Street)										
B48											
B49	Post Town										
B50	County										
B51/B52	Post Code					Resident From		/			
B53	Country										

B83-87 Please answer ‘Yes’ or ‘No’. If your answer is ‘Yes’ you must provide the code for your regulatory body in **B84** and your registration number in **B85**. If you are registered with more than one regulatory body, you may use sections **B86-87** and you can continue on a separate piece of paper if necessary.

A list of regulatory bodies is provided below. If you do not see your regulatory body listed, you do not need to provide your registration details.

Regulatory Body Name	Regulatory Body Code
Care Commission/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
General Pharmaceutical Council	110
Scottish Social Services Council	111

C1-2 Please check your application form and make sure that all the information is accurate and that all sections highlighted in yellow are complete. Next, read the declaration in **Part C**. You must sign **C1** (remember to keep your signature inside the box) and write the date in **C2** following the format DD/MM/YYYY.

Please be aware that when you sign the form you are confirming that you are requesting a disclosure for lawful purposes and that you are not barred from working with children.

Regulatory Body Details (see Guidance Notes)

B83 Are you registered with any Regulatory Body listed in the guidance notes? Yes No If 'Yes', enter details below.

B84/B85 Regulatory Body Code Registration No

B86/B87 Regulatory Body Code Registration No

PART C Declaration (Read Note C)

I apply to join the Scheme under the Protection of Vulnerable Groups (Scotland) Act 2007 ("Scheme"). I request that a disclosure record be issued to the persons specified in this application in relation to the type(s) of regulated work specified. I understand the following:

- Disclosure Scotland will use the information I have given to verify my identity and to check and process my application. Disclosure Scotland will use this information and any other information relating to my Scheme membership 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 me.
- Disclosure Scotland may pass the information it holds about me 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.

I declare that the information I have given is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

C1/C2 Applicant's Signature Signature Date / /

Do not complete Parts D-H.

Your ID Verifier should complete questions E1-10 with you.

Check through the whole form with your Commissioner/ID Verifier.

NOTE: If you do not complete this form correctly it may be destroyed and you will be notified and have to start the process again.