

PVG

Guidance for ID Verifiers

Important information: There are two different forms for PVG Scheme registration. The ‘**Application to Join PVG Scheme**’ should be completed by anyone who is not already a member of the PVG Scheme. The ‘**Existing PVG Scheme Member Application**’ is for all volunteers who already have a PVG registration number with Disclosure Scotland.

As an ID Verifier, you are responsible for checking that the applicant is who they claim to be. You are required to check three identity documents, which should confirm the applicant’s name, date of birth and current address. At least one of these should be photographic. Documents used to confirm a home address must have been issued within the last three months. If you do not meet these requirements, the application will be destroyed and a new form must be completed.

A complete list of accepted identity documents can be found on the ID Verifiers section of the Girlguiding website: <http://www.girlguiding.org.uk/>.

Further information about PVG, including ID Verifier FAQs, can be found on the Girlguiding Scotland website: <https://www.girlguidingscotland.org.uk/leaders/resources/recruitment-checks/>

ID Verifier’s Checklist:

- Has the applicant completed the correct form?
- Has the applicant completed Parts A, B and C of the form?
- Has the applicant attached additional information (if required)?
Any additional sheets should be labelled with the applicant’s name and the application reference number (the number under the barcode, top right corner)
- Have you checked three forms of identification and answered questions E1-E10 (Application to Join PVG) or questions E1-E9 (Existing PVG Scheme Member Application)?
- Have you checked the form for mistakes?

Existing PVG Scheme Member Application

This form is for any volunteers who already have a PVG Scheme registration number with Disclosure Scotland.

Do not complete Parts A, B or C. These should be completed by the applicant.

It is important that you check the form carefully as **incomplete forms and forms containing mistakes will be destroyed and the applicant will have to start a new application**. You are advised to familiarise yourself with the guidance for applicants before checking the form and it is recommended that you pay particular attention to question A1. Applicants who are already registered to work with children should cross 'Scheme Record Update'. Applicants who are not currently registered to work with children should cross 'Scheme Record'.

Please check three forms of identification then complete questions E1-E8. You do not need to complete questions E9-16 or Parts D, F, G and H.

E1 Please answer 'No'.

E2-3 Please write 'Girlguiding'.

E4-5 Please write either 'Girlguiding Volunteer Leader' or 'Girlguiding Volunteer Supporter'.

E6 Please put a cross beside the three pieces of ID that you have checked; one of these should be photographic.

E7-9 If you have checked a form of identification that is not listed, please provide details in E7-8. You do not need to complete question E9.

PART E		Countersignature - To be completed by the Countersignatory (Read Note E)	
Role Details			
E1	Will the work be carried out at the home address of the Applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
E2	Organisation Name		
E3			
E4	Position Applied For		
E5			
Confirmation of Identity			
The person countersigning must satisfy themselves as to the identity of the Applicant. A minimum of three forms of identity must be checked; if possible, one of them should be photographic. These should confirm the name, the date of birth and the current home address of the Applicant. Cross the appropriate boxes below to confirm what has been checked.			
E6	Birth Certificate <input type="checkbox"/>	Passport <input type="checkbox"/>	Driving Licence (with photograph) <input type="checkbox"/>
		Driving Licence (without photograph) <input type="checkbox"/>	National ID Card <input type="checkbox"/>
			National Entitlement Card <input type="checkbox"/>
			Other <input type="checkbox"/>
	If 'Other' please state the form of identification seen.		
E7			
E8			
E9	Authentication Reference No.		

Please do NOT sign the form at Part F.

Questions E10-16 and F1-2 can only be completed by a registered counter-signatory at Girlguiding HQ.

Completing the PVG Form Coversheet

The PVG Form Coversheet should be completed for every batch of PVG forms you send to CHQ, regardless of how many forms you are sending.

Please provide your name and membership number in the spaces provided.

Please complete the table with the applicant's name, membership number (or Join Us reference number) and the last six digits of their PVG form barcode (top right corner of the form). Please be aware that the barcode number is different to the PVG registration number.

The addressed envelopes are designed to fit up to six forms, therefore if you have three PVG forms to return, there should be three names in the table. Forms for existing scheme members and new applicants may be sent in the same envelope.

Please read the statement and sign and date the form.

Do not write inside the bottom part of the form.

If you require more forms, please email vettingadmin@girlguiding.org.uk

PVG FORM COVERSHEET

To help us process your PVG applications quickly, please complete the top part of this form and return to Girlguiding with the completed PVG application forms in the addressed envelope provided. Please remember that if application forms are incomplete, or completed incorrectly, they will be destroyed and you will have to start the PVG process again.

ID Verifier name: _____

ID Verifier membership number: _____

Applicant name	Applicant's membership number or Join Us reference number	Last six digits of PVG form barcode

I understand and agree to comply with the requirements of enrolling with Volunteer Scotland Disclosure Services, the Ministerial Code of Practice and obtaining PVG Scheme Record disclosure checks. I confirm that these applications are in respect of persons who wish to undertake regulated work as defined in the Protection of Vulnerable Groups (Scotland) Act 2007 or as per The Police Act Part V (as amended), Rehabilitation of Offenders Act 1974 and the Exclusions and Exceptions (Scotland) Order 2013.

I declare that to the best of my knowledge and belief, all the information that I have given in connection with these applications is full and correct in every respect. I undertake to supply any additional information that may be required by Disclosure Services to verify the particulars given and also to inform Disclosure services of any alterations in these particulars.

ID Verifier's signature: _____ Date: _____

For further information and guidance on completing a PVG application form, please visit the Girlguiding Scotland website: www.girlguidingscotland.org.uk.

FOR OFFICE USE ONLY

Received:		Sent to Disclosures Scotland:	
Counter-signatory:		Go!/Join Us updated:	