



WE DISCOVER, WE GROW

Girlguiding

PVG

Common Errors on the Forms

Existing PVG Scheme Member Application

- A1-A3** These questions are often completed incorrectly but this can be avoided if you check your existing PVG certificate carefully.
- If you are already registered to work with children you should choose 'Scheme Record Update' at A1. If you are **not** already registered to work with children you should choose 'Scheme Record'.
- You must **only** answer 'Children' at A2.
- If you chose 'Scheme Record Update' then select 'yes' at A3.
- If you chose 'Scheme Record' then select 'no' at A3
- B1** The number that should be recorded here is your PVG membership number. This is a **16 digit number** located on the left hand side of your certificate (under your contact details). Do not confuse this with your disclosure number which is at the top left of your certificate.
- Part D** Part D will be completed by Girlguiding HQ. You do not need to answer these questions.
- E4** Girlguiding has agreed two role titles with Disclosure Scotland. You must answer with either 'Girlguiding Volunteer Leader' or 'Girlguiding Volunteer Supporter'. Do not provide a specific role.
- E6-E8** This section must be completed by an ID Verifier. It is a requirement to check a minimum of three separate identity documents; remember to cross 'Other' if the document checked is not listed.
- Please note that Disclosure Scotland do not accept existing PVG certificates as valid proof of identification.
- E9-E16** These questions are often completed by the ID Verifier but should be left blank. Girlguiding HQ will answer these questions.
- F1-F2** The form can only be signed by a registered counter-signatory at Girlguiding HQ. Please leave blank.

ID Verifiers: Remember to:

- Check forms carefully - Errors will delay the application and may result in it being destroyed and having to be completed again
- Complete and sign a coversheet.

Application to Join PVG Scheme

- B13** Mother's Maiden or Family Name is frequently missed but this is mandatory and must be completed.
- B15** Gender is often missed but this is mandatory and must be completed.
- B29** Incomplete driving licence numbers are often provided. If you hold a UK driving licence, your driving licence number will be **18 digits long** and will be made up of letters and numbers (see below).

A	B	C	D	E
JONES	615109	CE9	LY	12

A - This is the first five letters of your surname. If your surname has fewer than five letters, the remaining space will be filled with the number 9, eg MAN99

B - This is your date of birth. The first and last digits are the year of birth. The second and third digits are the month of birth (for females 0 will be replaced with 5 and 1 will be replaced with 6). The fourth and fifth digits are the day of birth.

So, in the above example, the date of birth is 10/05/1969.

C - This is your first two initials. If you do not have a middle name, the remaining space will be filled with the number 9, eg C99. In the above example, the applicant has a middle name beginning with the letter E. Please note that if your driving licence indicates that you have a middle name, this must be provided in section **B3-4** of the application form.

D - These are randomly selected letters.

E - This is the licence issue number.

Part D Part D will be completed by Girlguiding HQ. You do not need to answer these questions.

E5 Girlguiding has agreed two role titles with Disclosure Scotland. You must answer with either 'Girlguiding Volunteer Leader' or 'Girlguiding Volunteer Supporter'. Do not provide a specific role.

E7-E9 This section must be completed by an ID Verifier. It is a requirement to check a minimum of three separate identity documents; remember to cross 'Other' if the document checked is not listed.

Please note that Disclosure Scotland do not accept existing PVG certificates as valid proof of identification.

E10-E17 These questions are often completed by the ID Verifier but should be left blank. Girlguiding HQ will answer these questions.

F1-F2 The form can only be signed by a registered counter-signatory at Girlguiding HQ. Please leave blank.

ID Verifiers: Remember to:

- Check forms carefully - Errors will delay the application and may result in it being destroyed and having to be completed again
- Complete and sign a coversheet.