

## **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: <a href="https://www.girlguidingscotland.org.uk/leaders/resources/recruitment-checks/">https://www.girlguidingscotland.org.uk/leaders/resources/recruitment-checks/</a>

### 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?



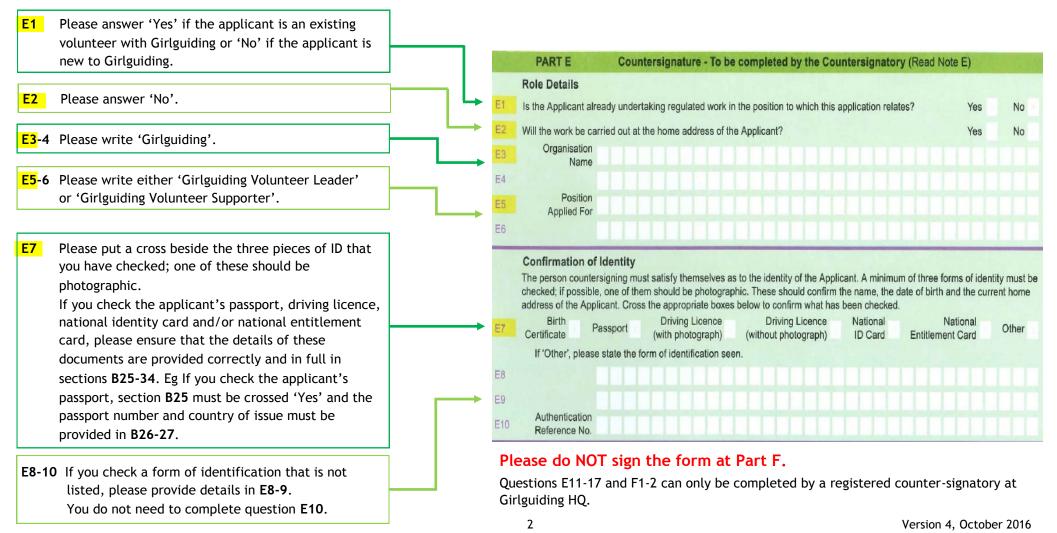
# Application to Join PVG Scheme

This form is for anyone who is not already a PVG Scheme member.

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 when checking questions A1-3, B13, B29, B36-37 and B83-87.

Please check three forms of identification then complete questions E1-E9. You do not need to complete questions E10-17 or Parts D, F, G and H.





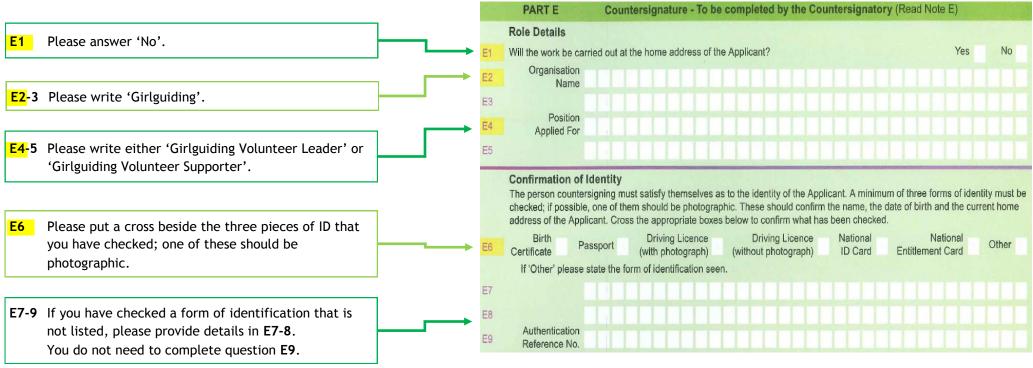
# **Existing PVG Scheme Member Application**

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.



# 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.

Applicant name	Applicant's membership number	Last six digits of P
	or Join Us reference number	form barcode
	oly with the requirements of enrolling with V	
Disclosure Services, the Ministe checks. I confirm that these ap regulated work as defined in the The Police Act Part V (as amen	rial Code of Practice and obtaining PVG Sche plications are in respect of persons who wish he Protection of Vulnerable Groups (Scotland) ded), Rehabilitation of Offenders Act 1974 ar	eme Record disclosure to undertake ) Act 2007 or as per
Disclosure Services, the Ministe checks. I confirm that these apregulated work as defined in the Police Act Part V (as amen Exceptions (Scotland) Order 20 I declare that to the best of my connection with these applicate additional information that ma	rial Code of Practice and obtaining PVG Sche plications are in respect of persons who wish he Protection of Vulnerable Groups (Scotland) ded), Rehabilitation of Offenders Act 1974 ar	eme Record disclosure to undertake ) Act 2007 or as per nd the Exclusions and hat I have given in dertake to supply any the particulars given

#### FOR OFFICE USE ONLY

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