



## Guidance Notes for CPOs/Verifiers – Handling Disclosure Applications (blue forms)

### **IMPORTANT PLEASE READ**

When checking application forms use 'GUIDANCE NOTES FOR APPLICANTS – COMPLETING YOUR DISCLOSURE APPLICATION' to ensure the correct sections are completed.

Complete PART E with the Applicant:

#### **PART E (Orange Page)**

- E1** Insert your **CLUB NAME**
- E2** Insert **CHILDCARE** followed by the volunteer's specific role i.e. CHILDCARE VOLUNTEER COACH
- E4** Complete
- E5 – E7** Cross 'Yes'
- E8** Cross 'No'
- E9 - E15** **LEAVE BLANK** (CRBS complete this part as the registered body)
- E16** Insert **SCOTTISH GOLF UNION LTD**
- E17 – 18** **LEAVE BLANK** (CRBS complete this part as the registered body)

We are now to use the cover sheet that I have enclosed for you. I have given you extra copies of this however you are to complete one cover sheet per batch of forms completed. In other words if you are sending me 10 forms then note the names of each of the 10 applicants on one cover sheet. Here's what you have to fill in:

- **Enter your name at Verifier's Name**
- **Enter your Verifier's Code**
- **Sign at Verifier's Signature**
- **Date at Signature date**

Return the forms to: **Private and Confidential**

Child and Adult Protection  
Scottish Golf Union  
PO Box 29212  
St Andrews  
KY16 0YG

Should you have any questions about the Disclosure Application process or completing the forms please contact the Scottish Golf Union on 01334 466 477.