




Guidance Notes for Applicants – Completing a PVG Scheme Application

IMPORTANT PLEASE READ

USE BLACK/BLUE INK

USE CAPITAL LETTERS

USE  NOT TICKS 

PART A

- A1** Mark a cross at “Scheme Record”, unless you already have a PVG Scheme Membership, in which case mark a cross at “Scheme Membership Statement”
- A2** Mark a cross at “Children” ONLY
- A3** Mark a cross at “No” ONLY

PART B

- B1 – 5** **COMPLETE.** Please be sure to remember middle names.
- B6 – 8** Complete **only** if answered yes to B5 (remember maiden names. Only insert changed names, i.e. surnames if due to marriage).
- B9 – 11** Complete **only** if you are known by any other names other than those already listed.
- B12** Mark a cross if you require more space for ‘other names’ not already listed.
- B13** Mother’s Maiden Name, **MUST** be completed.
- B14 – 18** Complete. (NB If you are adopted and don’t have a copy of your birth certificate leave B14 – 18 BLANK and insert a photocopy of your adoption certificate extract)
- B19 – B22** Please complete.
- B23** Mark a cross ‘Yes’ or ‘No’ as applicable. If you mark “Yes” you **MUST** complete section B24
- B25** Mark a cross ‘Yes’ or ‘No’ as applicable. If you mark “Yes” you **MUST** complete section B26/B27
- B28** Mark a cross ‘Yes’ or ‘No’ as applicable. If you mark “Yes” you **MUST** complete section B29/B30. This comes in the form of a 16-digit number and Letter combination, e.g. ROSS7-758921-PC7RA.
- B31** Mark a cross ‘Yes’ or ‘No’ as applicable. If you mark “Yes” you **MUST** complete section B32 – B34.
- B35** If you have electricity supplied in your name please enter the 21 digit electricity supplier number which appears on your electricity bill in the following form:

S	01	123	456
	16	6789 0123	222

- B36** Mark a cross ‘Yes’ or ‘No’ as applicable. If you mark “Yes” you **MUST** complete section B37.
- B38** Mark a cross ‘Yes’ or ‘No’ as applicable. If you mark “Yes” you **MUST** complete section B39. Please note ISA is Independent Safeguarding Authority (relevant to registration in England & Wales).
- B40 – 46** Insert your current residence. Make sure you complete B45 – Resident From
- B47 – 81** Home address history. Ensure you detail all addresses you have lived at over the last five years. The last ‘resident from’ date must be more than five years from the date you sign the form.
- B83 – B87** **LEAVE BLANK**

PART C

- C1 – 2** Sign and date here



PART D – for Club Volunteers

D1 Applications are **FREE for VOLUNTEERS** – Mark a cross in YES.

PART D – For Paid Positions

D2 Mark a cross.

D3 cross cheque*

*insert cheque for **£59.00 per application made payable to 'Disclosure Scotland'***

PART E

E1 – E18 **LEAVE BLANK** to be completed with your Club CPO

PART F

F1/F2 **LEAVE BLANK** (CRBS complete this part as the registered body)

Return your form to your CPO in person with the following forms of ID*:

- **1 form of photo ID**** - i.e. Passport, Driving Licence with photo
- **1 form of proof of address*** - i.e. Driving Licence, utility bill, bank statement
- **Birth Certificate**
- **and/or all other forms of ID shown in your application****

*** 3 forms of ID must be seen by the verifier**

**** Those forms of ID in bold are essential and the 'originals' must be seen by the verifier**