AN APPLICANT’S GUIDE TO CHECKING & COMPLETING AN ‘EXISTING SCHEME MEMBER APPLICATION’

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INTRODUCTION:

Our Application Processing department are responsible for carrying out quality assurance checks on all application forms received. Unnecessary delays to processing applications are caused by mandatory fields being omitted from an application form or where completed fields have been endorsed incorrectly. Please note all mandatory fields are highlighted in yellow on the application form. This guide has been created to help identify the most common errors and how to avoid these, it also includes a list of ‘Do’s’ and ‘Don’ts’, a breakdown of what information each field should contain and an applicant’s checklist for you to refer to before submitting an application to Disclosure Scotland or to a registered person/employer.

DO’S AND DON’TS:

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make a note of the application form number (the 16 digit number printed under the barcode in the top right hand corner on the front of the form) for enquiry purposes. Note that this is NOT the same as the PVG Scheme membership number which will be printed on a disclosure record when it is issued.</td>
<td>Don’t place any stamps or stickers on the form.</td>
</tr>
<tr>
<td>Ensure all fields have been completed unless guidance notes suggest otherwise. Mandatory fields are highlighted in yellow.</td>
<td>Don’t write over the edges of the boxes.</td>
</tr>
<tr>
<td>Ensure all choices in the boxes are indicated by a cross [X], not a [✓].</td>
<td>Don’t submit any scanned, downloaded or photocopied versions of an application form, we are unable to accept these and the application(s) will be rejected.</td>
</tr>
<tr>
<td>Ensure the application has been competed in black or blue ink and written clearly in BLOCK CAPITALS within the boxes provided.</td>
<td>Don’t send any original documents to Disclosure Scotland, we only require photocopies of documents.</td>
</tr>
<tr>
<td>Ensure only one letter or number has been used for each box. The number of boxes given for each section indicates the maximum amount of letters/numbers that the system will accept.</td>
<td></td>
</tr>
<tr>
<td>If you make a mistake please ensure it is corrected by either using correcting fluid sparingly, or by clearly scoring through the error and by writing the answer in the remaining space. If this is not possible, please start a new form.</td>
<td></td>
</tr>
<tr>
<td>Ensure the correct PVG Scheme Membership number has been endorsed at B1.</td>
<td></td>
</tr>
<tr>
<td>Ensure supporting documentation has been supplied if you are notifying Disclosure Scotland of any changes to your personal details at B7.</td>
<td></td>
</tr>
</tbody>
</table>

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COMMON ERRORS:
The most common errors in relation to an Existing Scheme Member application are listed below. Please look out for these before submitting an application to a registered person to countersign or to Disclosure Scotland. All mandatory fields must be endorsed however please pay particular attention to the fields below to ensure they have been completed correctly, this will avoid any unnecessary delays to the progress of an application.

- **A1 – Level of Disclosure.** One of the most common errors at A1 is an individual applying for a Scheme Record Update for a workforce they haven’t previously submitted an application for. For example, if you are a member of the PVG Scheme for **children** you can only apply for a **Scheme Record Update for children**. If you are now carrying out regulated work for both **children and adults** you must still complete an existing **Scheme Member** form but request a full Scheme Record and pay the appropriate fee. **Please note Scheme Membership Statements & Scheme Membership Statements (Countersigned) do not contain vetting information but simply confirm if an individual is/is not barred from the relevant workforce. They are intended for use by individuals and personal employers. If you receive a Scheme Membership Statement because you have requested one in error, and want a Scheme Record/Scheme Record Update, you must submit another application and pay the appropriate fee.**

- **A2 - Please ensure the correct workforce has been selected in relation to the position applied for. Disclosure Scotland are unable to add a workforce once an application has been submitted. You must only apply in relation to the type(s) of regulated work which you will be doing for an organisation. Please discuss with your employer if you are unsure of which workforce to select.**

- **B1 – PVG Scheme Membership Number/PVG Scheme ID.** An individual’s PVG Scheme Membership number is different to a certificate number. The Scheme membership number is unique to an individual and will start with the year that you became a member of the PVG Scheme, for example if you initially applied in 2014 your membership number will begin with the digits ‘14’. You will find your Scheme membership number on your certificate under your name and date of birth details and this will be 16 digits long. **N.B On the top right hand side of a certificate you will see ‘Disclosure Number’ followed by a number beginning with ‘20000’, this is the certificate number and should not be endorsed at B1.**

- **B7 – Changes to an applicant’s personal details.** We come across many errors in relation to B7, often where this has been omitted or ‘yes’ has been selected but no supporting documents have been attached to confirm the changes. Please ensure B7 has been marked and if ‘yes’ has been selected ensure the changes to the personal details have been included with the application, this can be noted on a separate piece of paper. If B7 has been omitted and confirmed as ‘yes’ once the application has been received by Disclosure Scotland we will require proof of the changes or confirmation from a countersignatory confirming what proof has been seen.
APPLICATION FORM BREAKDOWN:

PART A - TYPE OF APPLICATION

A1

Ensure you have selected the correct level of Disclosure and only one box has been marked.

Scheme Membership Statement:

Please note Scheme Membership Statements do not contain vetting information but simply confirm if an individual is/is not barred from the relevant workforce as they are intended for use by individuals. If you receive a Scheme Membership Statement because you have requested one in error, and want a Scheme Record, you must submit another application and pay the appropriate fee. If you have had a Scheme Membership Statement previously you are not eligible to apply for any additional statements for the same workforce previously applied for.

Scheme Record:

Scheme Record certificates show full vetting information and the application must be countersigned by a registered person, this is normally your employer.

Scheme Record Update:

Scheme Record Update certificates are now called Short Scheme Record Disclosures and they will state whether an individual is under consideration for listing or not under consideration for listing and will also confirm that no vetting information is held. Where an individual has vetting information Disclosure Scotland will issue a full Scheme Record Certificate instead, at no additional cost.

An individual must currently be registered for the PVG Scheme for all type(s) of regulated work to which the application relates (workforce(s) selected at A2). This means you must have a Scheme Record for the type(s) of regulated work selected at A2 in order to apply for an update on the initial Scheme Record. If you do not have this information it can be provided by the helpdesk once security questions have been answered.

Scheme Membership Statement (Countersigned):

Please note Scheme Membership Statements (Countersigned) do not contain vetting information but simply confirm if an individual is/isn’t barred from the relevant workforce, they are intended for use by personal employers. For example an individual employing a nanny/childminder to look after their children, not through an organisation.
PART A — TYPE OF APPLICATION CONT’D

A2

Mark an 'X' in each box that applies. You must only apply in relation to the type(s) of regulated work which you will be doing for the organisation or personal employer. Please confirm with your employer if you are unsure.

A3

Ensure an 'X' is marked in the appropriate box. You should indicate if you are already a member for the workforce(s) marked at A2. N.B. if the answer is no you are not eligible to apply for a scheme record update.

A4, A5 & A6

Mark an 'X' in the appropriate box. If 'yes' has been selected, please ensure you provide an email address at A5/6. 

Note that on-line accounts are not currently available however we may use this email address to contact you.

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PART B -- PERSONAL DETAILS

B1
A PVG Scheme Membership number is different to a certificate number and is unique to an individual. It will start with the year that they became a member of the PVG Scheme. For example, if an individual initially applied in 2014 their membership number will begin with the digits ‘14’. You will find your Scheme membership number on your certificate under your name and date of birth details as shown in the sample on the right hand side highlighted in yellow.

N. B on the top right hand side of a certificate you will see ‘Disclosure Number’ followed by a number beginning with ‘20000’. Please note: this is the certificate number and should not be endorsed at B1, please refer to sample certificate on right hand side.

PVG membership number highlighted in yellow
Disclosure certificate number highlighted in red

B2
Ensure an ‘X’ has been marked in the appropriate box. Examples of ‘Other’ may be Doctor, Reverend, Lord etc.

B3, B4 & B5
Current surname & forename(s) should be endorsed including any middle name(s). Please note this will be the name that appears on the applicant’s certificate.

B6
Enter your date of birth in the format DD/MM/YYYY.
PART B — PERSONAL DETAILS CONT'D

B7.
Ensure an 'X' has been marked as appropriate. If the applicant has selected 'yes' please ensure the details of the changes have been indicated on a separate piece of paper with the applicant's PVG ID number noted, this will allow Disclosure Scotland to identify any new information provided on the application form. Failure to do so will cause a delay to the application.

B8.-B12
Regulatory Body Details
An 'X' should be marked in the appropriate box. If the applicant is registered with a regulatory body listed above Disclosure Scotland should be notified.
Please refer to the below table for the format of B84/B86 and B85/B87. Where there is an * detailed this may represent either a letter or a number.

<table>
<thead>
<tr>
<th>Regulatory Body Name</th>
<th>Regulatory Body Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Care Commission</td>
<td>101</td>
</tr>
<tr>
<td>General Chiropractic Council</td>
<td>102</td>
</tr>
<tr>
<td>General Dental Council</td>
<td>103</td>
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<tr>
<td>General Medical Council</td>
<td>104</td>
</tr>
<tr>
<td>General Optical Council</td>
<td>105</td>
</tr>
<tr>
<td>General Osteopathic Council</td>
<td>106</td>
</tr>
<tr>
<td>General Teaching Council for Scotland</td>
<td>107</td>
</tr>
<tr>
<td>Health Professions Council</td>
<td>108</td>
</tr>
<tr>
<td>Nursing and Midwifery Council</td>
<td>109</td>
</tr>
<tr>
<td>Royal Pharmaceutical Society of Great Britain (now known as General Pharmaceutical Council)</td>
<td>110</td>
</tr>
<tr>
<td>Scottish Social Services Council</td>
<td>111</td>
</tr>
</tbody>
</table>
PART C – DECLARATION (APPLICANT)

This records your signature and date. Please ensure the signature is kept within the box provided. If the signature has been omitted when this is received by Disclosure Scotland we will be unable to process the application and a new one will be required with a signature endorsed.

By signing the declaration on the form you are making certain statements –

- You are requesting a disclosure record under the PVG Scheme:
  - If you are already a member of the Scheme for one type of regulated work, you can only expand your membership of the Scheme to cover the other type of regulated work if you are not barred from doing that other type of regulated work. If you seek to do regulated work when you are barred from doing that type of regulated work, then you will commit a criminal offence.
  - You can only request disclosure records under the PVG Scheme for lawful purposes, usually that you are seeking to do the type(s) of regulated work to which the application relates.

- You are requesting that a disclosure record is issued to the persons specified in the application in relation to the type(s) of regulated work specified in your application.
  1. If you have asked for a Scheme Membership Statement, then by signing this form you are asking for this to be issued to you only
  2. If you have asked for a Scheme Record, then by signing this form you are asking for the Scheme Record to be issued to the organisation you wish to work for and, if applicable, to the General Teaching Council for Scotland or Scottish Social Services Council if you have given details of your registration with them in field 88. A copy of the Scheme Record will also be issued to you.
  3. If you have asked for a Scheme Record Update, then by signing this form you are asking for the Scheme Record Update to be issued to the organisation you wish to work for. A copy of the Scheme Record Update will also be issued to you.
  4. If you have asked for a Scheme Membership Statement for a personal employer, then by signing this form you are requesting the Scheme Membership Statement to be issued to the personal employer. A copy of the Scheme Membership Statement will also be issued to you.

- You understand that Disclosure Scotland will use the information you have given to verify your identity and check and process your application. Disclosure Scotland will use the information about you for the purposes of the Scheme, for the prevention or detection of crime and for other related purposes. Disclosure Scotland will continuously monitor and update the information it holds about you.

- You understand that Disclosure Scotland may pass the information it holds about you to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the Scheme, of the prevention and detection of crime, of the apprehension and prosecution of offenders and for other related purposes.

- You are confirming that the information you have given is complete and correct.
- You are confirming that you understand that to knowingly make a false statement in this application is a criminal offence.
- You are agreeing to give any additional information that may be required to verify the information given and will immediately notify any changes to your information.

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PART D - PAYMENT

D1

'Yes' should only be marked for voluntary positions with Qualifying Voluntary Organisations as defined in the PVG Legislation. By crossing 'Yes', you are confirming that you are entitled to a free PVG check and have been authorised by Disclosure Scotland to submit free checks. Organisations who cross 'Yes' for positions which are not entitled to free checks may be subject to further action.

D2

An 'X' should only be marked if this application is being paid for by a Registered Body. If this application is to be paid for by a Registered Body or Personal Employer please continue with section D.

PART D - PAYMENT CONT'D

D3

An 'X' should be marked in the appropriate box.
Please ensure only one payment method has been selected, if more than one has been marked the application may be rejected or delayed. All cheques and postal orders should be made payable to 'Disclosure Scotland'.

D4-D8/9

This section should be completed for card payments marked at D3 only. If any other payment method has been selected this section should be blank.
*Please note the handwriting should be particularly clear to ensure the data is captured correctly.

D10

Voucher number should be recorded here if using voucher as method of payment.

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PART E – REGISTERED BODY DETAILS

Please note this section should only be countersigned if you are applying for a Scheme Record or Scheme Record Update.

If applicable this section should be completed by the person countersigning your application, this is normally your employer.

Please forward to the signatory for completion before submitting to Disclosure Scotland.
PART G – PERSONAL EMPLOYER DETAILS
This section should be completed for Scheme Membership Statements Countersigned only.

If applicable please forward to your personal employer.
<table>
<thead>
<tr>
<th>APPLICANT CHECKLIST</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you confirmed that you are a currently a member of the PVG scheme?</td>
<td></td>
</tr>
<tr>
<td>Have you confirmed that you are member of the workforce(s) selected (if applying for a Scheme Record Update)?</td>
<td></td>
</tr>
<tr>
<td>Have you kept a note of the application barcode?</td>
<td></td>
</tr>
<tr>
<td>Have all mandatory fields been completed?</td>
<td></td>
</tr>
<tr>
<td>Have you applicant signed and dated C1/2?</td>
<td></td>
</tr>
<tr>
<td>If you are paying for the application – Have you selected one method of payment and if applicable attached physical payment e.g. cheque supplied?</td>
<td></td>
</tr>
<tr>
<td>Have you completed a valid PVG Membership number at B1?</td>
<td></td>
</tr>
<tr>
<td>If 67 is marked 'Yes', have the changes to your personal details been noted on a separate piece of paper within the application form?</td>
<td></td>
</tr>
</tbody>
</table>