

HELPLINE – 03000 2000 40

INFO@DISCLOSURESCOTLAND.GSI.GOV.UK

A CSG'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 that all mandatory fields are highlighted in **yellow** on the application form and **MUST** be completed. 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 a CSG checklist for you to refer to before submitting an application to Disclosure Scotland.

DO'S AND DON'TS:

<u>DO</u>	<u>DON'T</u>
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.	Don't place any stamps or stickers on the form, (e.g. those featuring Registered body details).
Ensure all fields have been completed unless guidance notes suggest otherwise. Mandatory fields are highlighted in yellow and must be completed.	Don't write over the edges of the boxes.
Ensure all choices in the boxes are indicated by a cross [X], not a [✓].	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.
Ensure the application has been completed in black or blue ink and written clearly in BLOCK CAPITALS within the boxes provided.	Don't please do not send any original documents to Disclosure Scotland, we only require photocopies of documents.
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.	
If you or the applicant 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.	
Ensure the correct PVG Scheme Membership number has been endorsed at B1.	
Ensure supporting documentation has been supplied if the applicant is notifying Disclosure Scotland of any changes to their personal details at B7.	

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 Disclosure Scotland to ensure it has 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 applicant applying for a Scheme Record Update for a workforce they haven't previously submitted an application for. For example, if an applicant is a member of the PVG Scheme for children they can only apply for a Scheme Record Update for children. If the applicant is now carrying out regulated work for both children and adults they must still complete an existing Scheme Member form but requesting 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 the individual is not barred from the relevant workforce. They are intended for use by individuals and personal employers. If an organisation receives a Scheme Membership Statement because they have requested one in error, and they want a Scheme Record/Scheme Record Update, they 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. The applicant must only apply in relation to the type(s) of regulated work which they will be doing for your organisation (or the organisation on whose behalf you are acting).
- **B1 – PVG Scheme Membership Number/PVG Scheme ID.** An Applicant's PVG Scheme Membership number is different to a certificate number, the Scheme membership number is unique to the individual and will start with the year that they became a member of the PVG Scheme, for example if the applicant initially applied in 2014 their membership number will begin with 14. You will find the applicant's Scheme membership number on their certificate under their name and date of birth details and 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', please note this is the certificate number and should not be endorsed at B1.*
- **B7 – Changes to an applicant's personal details.** B7 is often 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 applicant's personal details have been included with the application, the changes should be noted on a separate piece of paper with the applicant's PVG ID number. 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 CSG confirming what document has been seen.
- **PART E – Countersignature details.** We often find anomalies with Registered Body Names, Registered Body Codes and Countersignatory Names and codes. Where applicable please ensure you complete the correct Registered Body details at Part E of the application form (Scheme Record/Updates only). If you are unsure of any of the codes relating to yourself or the organisation please contact the Disclosure Scotland Helpline and we will be happy to assist. Please also ensure the signature entered at F1 matches the signature you supplied with your initial registration application. If this has changed please notify Disclosure Scotland to allow us to update our records, you will be required to complete a modify registration application. Please also note that we often find Countersignatory details have been endorsed on the personal employer page in error, if you have completed and signed this section in error and you are looking for a Scheme Record or Scheme Record Update a new application will be required as the signature has not been signed at the correct section.

APPLICATION FORM BREAKDOWN:

PART A – TYPE OF APPLICATION

A1

Ensure the applicant has selected the correct level of Disclosure. If you are countersigning an application it is more than likely for a Scheme Record or Scheme Record Update.

PART A		Type of Application (Read Note A)	
A1	Cross (X) one box only.	Scheme Membership Statement <input type="checkbox"/>	Scheme Record <input type="checkbox"/>
		Scheme Record Update <input type="checkbox"/>	Scheme Membership Statement (Countersigned) <input type="checkbox"/>

Scheme Membership Statement:

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

Scheme Record:

Registered Body details should be completed at Part E, page 5 of the Existing PVG Scheme Member application for all Scheme Records. Please note Scheme Record certificates show full vetting information.

Scheme Record Update:

Registered Body details should be completed at Part E, page 5 of the Existing PVG Scheme Member application for all Scheme Record Updates. Please note Scheme Record Update certificates are now called Short Scheme Record Disclosures and they will state whether the applicant is under consideration for listing or not under consideration for listing, they 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 to the Registered Body.

An applicant 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 the applicant 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 the applicant does 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 the individual is not barred, they are intended for use by personal employers. If an organisation receives a Scheme Membership Statement because they have requested one in error, and they want a Scheme Record, they must submit another application and pay the appropriate fee. *An applicant is entitled to apply for more than one Scheme Membership Statement (Countersigned).*

PART A – TYPE OF APPLICATION CONT'D

A2 Confirm at least one 'X' has been marked at A2. The applicant must only apply in relation to the type(s) of regulated work which they will be doing for your organisation (or the organisation on whose behalf you are acting).

A3 Ensure an 'X' is marked in the appropriate box. The applicant should indicate if they are already a member for the workforce(s) marked at A2.

A4, A5 & A6

Confirm an 'X' has been marked. If 'Yes' has been selected ensure an email address has been provided at A5/6.

Note that on-line accounts are not currently available however Disclosure Scotland may use this email address to contact the applicant.

A2	Cross (X) each box that applies.	This application relates to regulated work with:	Children <input checked="" type="checkbox"/>	Protected Adults <input checked="" type="checkbox"/>
A3	Are you already a scheme member in relation to ALL types of regulated work selected in A2?		Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
A4	If you currently do not have an online account, do you wish to apply for one with Disclosure Scotland?		Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, provide/confirm your email address below in fields A5/A6.				
A5	Email Address	<input type="text"/>		
A6		<input type="text"/>		

PART B – PERSONAL DETAILS

B1

An Applicant's PVG Scheme Membership number is different to a certificate number, the Scheme membership number is unique to the individual and will start with the year that they became a member of the PVG Scheme. For example if the applicant initially applied in 2014 their membership number will begin with 14. You will find the applicant's Scheme membership number on their certificate under their 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 on where find the Certificate Number, this is highlighted in red.

Please note only the applicant can obtain their PVG ID number from the helpline if this is unknown.

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

Applicant's date of birth should be written in the format DD/MM/YYYY.

Disclosure Number: 0000000000000000
 Date of Issue: 00/00/0000
 Page 01 of 01

MR SAM PELL
 1 ANY STREET
 ANY TOWN
 POST CODE

A copy of this disclosure record has also been sent to the relevant body which countersigned the application, any other relevant regulatory body.

Applicant Personal Details

Surname: PELL
 Forename(s): SAM

Date of Birth: 00/00/0000

PVG Membership No: 0000000000000000

PART B		Personal Details (Read Note B)	
Personal Details			
B1	PVG Scheme ID		
B2	Title	Mr <input checked="" type="checkbox"/>	Mrs <input checked="" type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>
B3	Surname		
B4	Forename(s)		
B5			
B6	Date of Birth	DD / MM / YYYY	

B7

B8-B12

Where there is an * detailed this may represent either a letter or a number.

B7	Are there changes to your personal details that you have not already told us about? (See guidance)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please supply these on a separate piece of paper.				
Regulatory Body Details (see Guidance Notes)				
B8	Have you registered with a Regulatory Body listed in the guidance notes since your last PVG Application?		Yes <input type="checkbox"/>	No <input type="checkbox"/> If 'Yes', enter details below.
B9/B10	Regulatory Body Code	<input type="text"/>	Registration No.	<input type="text"/>
B11/B12	Regulatory Body Code	<input type="text"/>	Registration No.	<input type="text"/>

Regulatory Body Name	Regulatory Body Code	Registration No. Format
Care Commission	101	AB123456789
General Chiropractic Council	102	O****
General Dental Council	103	123456 (new code 5 digits)
General Medical Council	104	1234567
General Optical Council	105	12-12345 or AB-1234
General Osteopathic Council	106	*/****/F
General Teaching Council for Scotland	107	123456
Health Professions Council	108	AB12345 or AB123456
Nursing and Midwifery Council	109	12A1234A
Royal Pharmaceutical Society of Great Britain (<i>now known as General Pharmaceutical Council</i>)	110	ABCD-123 or 1234567
Scottish Social Services Council	111	1234567A

PART C – DECLARATION (APPLICANT)

C1/C2

This records the applicant's 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 are unable to process the application and a new one will be required with a signature endorsed.

Please note the applicant should refer to the guidance notes for further information on the declaration.

PART C Declaration (Read Note C)				
<p>I request that a disclosure record be issued to the persons specified in this application in relation to the type(s) of regulated work specified. I understand the following:</p> <ul style="list-style-type: none">• Disclosure Scotland will use the information I have given to verify my identity and to check and process my application. Disclosure Scotland will use this information and any other information relating to my Scheme membership 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 me.• Disclosure Scotland may pass the information it holds about me 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. <p>I declare that the information I have given is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.</p>				
C1/C2	<table><tr><td>Applicant's Signature</td><td>PLEASE KEEP SIGNATURE WITHIN BOX</td><td>Signature Date DD / MM / YYYY</td></tr></table>	Applicant's Signature	PLEASE KEEP SIGNATURE WITHIN BOX	Signature Date DD / MM / YYYY
Applicant's Signature	PLEASE KEEP SIGNATURE WITHIN BOX	Signature Date DD / MM / YYYY		

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 (Read Note D)	
<p>If you, as the Applicant, are paying for this application, complete PART D. If you are not paying for it, leave PART D blank and forward the form directly to the person who will be countersigning it.</p>	
D1	Is this application in respect of a volunteer doing regulated work for a qualifying voluntary organisation? Yes <input type="checkbox"/> No <input type="checkbox"/>
D2	If this PVG Application is to be paid for by a Registered Body or Personal Employer, they should cross (X) this box and complete PART D. <input checked="" type="checkbox"/>

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 hand writing 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.

For Disclosure Scotland use only.

Please do not mark or write any details at this section.

D3 Method of Payment	
Registered Body Invoice <input type="checkbox"/>	Cheque <input type="checkbox"/>
Solo <input type="checkbox"/>	VISA <input type="checkbox"/>
VISA Electron <input type="checkbox"/>	Master Card <input type="checkbox"/>
VISA Debit/Delta <input type="checkbox"/>	Postal Order <input type="checkbox"/>
	Maestro <input type="checkbox"/>
	Voucher <input type="checkbox"/>
Please make cheques payable to 'Disclosure Scotland'. We recommend the cheque is completed in blue or black ink.	
Credit/Debit Card Payments	
D4 Card Number	<input type="text"/>
D5/D6 Expiry Date	<input type="text"/> / <input type="text"/>
D7 Name of Cardholder	<input type="text"/>
D8/D9 Cardholder's Signature	<input type="text"/>
	Signature Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Voucher Payment	
D10 Voucher Number	<input type="text"/>
COUNTERSIGNED APPLICATIONS - send completed application forms to the person who will be countersigning your application. NON-COUNTERSIGNED APPLICATIONS - send completed application forms to: Disclosure Scotland, PO BOX No. 250, GLASGOW G51 1YU.	
FOR DISCLOSURE SCOTLAND USE ONLY. DO NOT WRITE BELOW THIS LINE.	
Correct Payment	<input type="text"/>
Amount	<input type="text"/>
Sort Code	<input type="text"/>
Account Number	<input type="text"/>
Cheque Number	<input type="text"/>
Other	<input type="text"/>
Initials	<input type="text"/>

E1

E2 & E3

E4 & E5

[illegible]

PART E – REGISTERED BODY DETAILS CONT'D

CONFIRMATION OF IDENTITY:

E6, E7 & E8

As a CSG you must satisfy yourself as to the identity of the applicant. A minimum of three forms of ID must be checked, where possible one of these should be photographic. These should confirm the name, date of birth and current home address of the Applicant. If you are unable to confirm 3 types of ID you must ensure you are satisfied to countersign the application of behalf of the applicant using the ID provided to you.

E9

If you are authenticating this application using URU, please supply the Authentication Reference number.
URU = 'You are You', this is designed to make identity mix up's less common and confirms an individual is who they say they are.

REGISTERED BODY DETAILS:

E10-E13

E10

Complete details of the full name of the Registered Body.
Please note the details should match your Initial Registration Application.

E11

Complete the details of the Registered Body Code and, if appropriate, the sub account code where the charge is to be invoiced.

E12

Enter the name of the Countersignatory who will be signing the application form at F1, this code will be in alpha numeric format. *Please note you must be registered with Disclosure Scotland in order to countersign an application.*

E13

Enter the Countersignatory Code that you were supplied with at the time of Registration, this code begins with '**CSG**' and will be followed by numeric digits.

Confirmation of Identity	
The person countersigning must satisfy themselves as to the identity of the Applicant. A minimum of three forms of identity must be checked; if possible, one of them should be photographic. These should confirm the name, the date of birth and the current home address of the Applicant. Cross the appropriate boxes below to confirm what has been checked.	
E6	Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Driving Licence (with photograph) <input type="checkbox"/> Driving Licence (without photograph) <input type="checkbox"/> National ID Card <input type="checkbox"/> National Entitlement Card <input type="checkbox"/> Other <input type="checkbox"/>
If 'Other' please state the form of identification seen.	
E7	
E8	
E9	Authentication Reference No.
Registered Body Details	
E10	Registered Body Name
E11	Registered Body/ Sub Account Code (Code of account to be invoiced.)
E12	Countersignatory Name
E13	Countersignatory Code

PART E – REGISTERED BODY DETAILS CONT'D

COUNTERSIGNING ON BEHALF OF ANOTHER ORGANISATION:

E14, E15 & E16

E14

Mark an 'X' in the appropriate box. If 'Yes' please complete E15/16 with the name of the Organisation on whose behalf you are acting..

Countersigning on Behalf of Another Organisation	
E14	Are you countersigning this application on behalf of another organisation? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> If 'Yes', supply name of organisation below.
E15	Organisation Name <input type="text"/>
E16	<input type="text"/>

E15/16

Additional space provided if required

PART F – DECLARATION

F1/F2

The CSG should sign and date F1 & F2 and ensure the signature is kept within the box provided. The signature should match the sample signature provided at the time of Registration, any discrepancies will be queried by Disclosure Scotland.

You must declare that the disclosure is requested for The purpose of enabling or assisting you (or any other person for whom you act) to consider the applicant's suitability to do, or to be offered or supplied for, the type(s) of Regulated work specified in this application. It is a criminal Offence to make a false declaration.

PART F Countersignatory Declaration (Read Note F)					
<p>I declare that the disclosure record is requested for the purpose of enabling or assisting me (or any other person for whom I act) to consider the applicant's suitability to do, or to be offered or supplied for, the type(s) of regulated work specified in this application. I understand the following:</p> <ul style="list-style-type: none">• Disclosure Scotland will use the information I have given to check and process this application. It will also use it for the purposes of the Scheme, for the prevention or detection of crime and for other related purposes.• Disclosure Scotland may pass the information 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. <p>I confirm that the information I have supplied is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.</p>					
F1/F2	<table><tr><td>Signature</td><td><div>PLEASE KEEP SIGNATURE WITHIN BOX</div></td><td>Signature Date</td><td><input type="text"/> / <input type="text"/> / <input type="text"/></td></tr></table> <p>The signature you supply here will be checked against the sample you supplied on the Registration application.</p> <p>Please send completed application forms to: Disclosure Scotland, PO BOX No. 250, GLASGOW G51 1YU.</p>	Signature	<div>PLEASE KEEP SIGNATURE WITHIN BOX</div>	Signature Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Signature	<div>PLEASE KEEP SIGNATURE WITHIN BOX</div>	Signature Date	<input type="text"/> / <input type="text"/> / <input type="text"/>		

PART G – PERSONAL EMPLOYER DETAILS

This section should be completed for Scheme Membership Statements Countersigned only.

If you are countersigning the form on behalf of a Registered Body you should **not** complete part G and H of the application form.

Personal Employer Details and Declaration

PART G		To be completed by a Personal Employer (Read Note G)	
Role Details			
G1	Will the work be carried out at the home address of the Applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
G2	Position Applied For		
G3			
Personal Employer Details			
G4	Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>
G5	Surname	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
G6	Forename(s)	Other	
G7			
G8	Contact Phone No.		
G9	Email Address		
G10			
Personal Employer Address This is the address your copy of the certificate will be sent to.			
G11	Address (Number, Street)		
G12			
G13	Post Town		
G14	County		
G15	Post Code		
G16	Country		
PART H Declaration (Read Note H)			
<p>I declare that the disclosure record is requested for the purpose of enabling or assisting me (or any other person for whom I act) to consider the applicant's suitability to do, or to be offered or supplied for, the type(s) of regulated work specified in this application. I understand the following:</p> <ul style="list-style-type: none">• Disclosure Scotland will use the information I have given to check and process this application. It will also use it for the purposes of the Scheme, for the prevention or detection of crime and for other related purposes.• Disclosure Scotland may pass the information 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. <p>I confirm that the information I have supplied is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.</p>			
H1/H2	Signature	PLEASE KEEP SIGNATURE WITHIN BOX	Signature Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Please send completed application forms to: Disclosure Scotland, PO BOX No. 250, GLASGOW G51 1YU.			

CSG CHECKLIST FOR AN EXISTING MEMBER APPLICATION

COUNTERSIGNATORY CHECKLIST	✓
Have you confirmed the applicant is currently a member of the PVG Scheme?	
Have you confirmed the applicant is a member of the workforce(s) selected (if applying for a Scheme Record Update)?	
Have you verified the applicant's identity?	
Have you kept a note of the application barcode and the applicant it relates to?	
Have you completed PART E in full with valid Registered Body details (Scheme Record/Update only)?	
Have you signed and dated F1/F2?	
Have all mandatory fields been completed?	
Has the applicant signed and dated C1/2?	
Has one method of payment been selected and physical payment attached if applicable for example cheque or postal order supplied?	
Have you confirmed that the applicant has completed a valid PVG Membership number at B1?	
If B7 is marked 'Yes', have the changes of personal details been noted on a separate piece of paper within the application form?	