



Scottish  
Golf

# Application to Join PVG

## Guidance for Applicants

You have been given these guidance notes as you are applying to join the PVG Scheme to carry out regulated work (either paid or unpaid). Your form will be sent to us (Scottish Golf) before being sent to Volunteer Scotland Disclosure Services (if applicable) and Disclosure Scotland.

Disclosure Scotland will send your certificate to you before Scottish Golf receive a copy to assist with the recruitment decision.

Please take time to read the guidance as any errors will cause delays in processing your form. If you need any assistance, you can email your question(s) to [safeguarding@scottishgolf.org](mailto:safeguarding@scottishgolf.org) or call 01334 466 477.

### Do

- Complete all questions highlighted in yellow in sections A, B and C as these are mandatory fields which must be fully completed.
- Complete the application in BLOCK CAPITALS
- Use Black or Blue ink
- Use 'X' in any box where appropriate
- Leave an empty box between each word.
- Add any additional information which you need to send with your application on a separate sheet of A4 paper and attach it to the inside of the application.
- Use correction fluid or draw a line through any mistakes.
- Check that the application is correctly completed.

### Do Not

- Complete this form if you are already a PVG Scheme Member through any organisation. Otherwise you should complete an Existing Member Application.

### Quick Guide

Please complete sections A1 to C2. Whoever is responsible for paying for your PVG certificate should complete sections D3 to D10. The verifier should complete sections E1 to E7.

- A1 Please cross Scheme Record
- A2 Please cross the workforce(s) (children and/or protected adults) you will be working/volunteering with which relate to this application.
- A3 Please cross 'No' as online accounts are not available.
- B1 Please cross the box next to your title. If your title does not appear in the list, please give your title in section marked 'Other'. If you have more than one title, you should provide the title you would like to appear on your certificate.
- B2 You should provide the surname you are **currently** known by.
- B3-4 You should provide your first name. If you have any middle names, they must also be provided here. You can continue onto B4 if necessary.
- B5-12 You must cross 'Yes' if you have ever been known by any other names and provide those names in sections B6 to B11. If your title in B1 is 'Mrs' and you were previously known by a different name, you must cross yes and provide your surname prior to marriage in the section below. If your surname has not changed, please cross 'No' at section B5.

- If you were adopted, you do not need to provide your surname at birth if you were adopted before you were 8 years old.
- If you are transgender and want to keep this information private, please call our helpline (01786 849777, option 2) for advice on completing your application.

B13 Please provide the surname used by your mother/adopted mother from birth or the name she was known by prior to marriage.

B14 Please provide your date of birth in the format DDMMYYYY

B15 Please cross the appropriate box.

B16 Please provide the name of the town where you were born.

B17 Please provide the country where you were born.

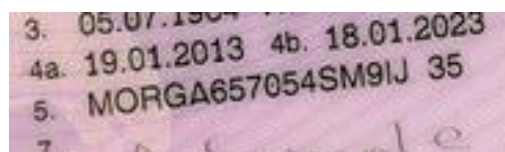
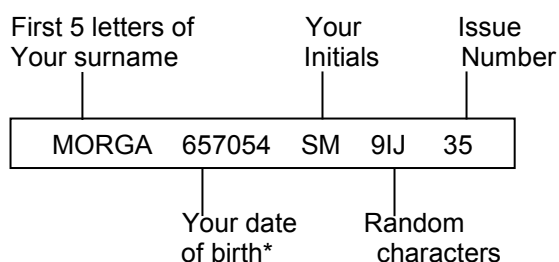
B18 Please provide your nationality.

B19-22 Please provide the relevant details to allow us to contact you if necessary.

B23-24 Please answer 'Yes' or 'No' at B23. Please note that if you answer 'Yes', you must provide your full national insurance number in the format LL NN NN NN L in B24.

B25-27 Please answer 'Yes' or 'No' at B25. Please note that if you answer 'Yes', you must provide your passport number in B26 and the issuing country must be given in B27. Your passport number is the nine digit number found in the top right of the information page.

B28-30 Please answer 'Yes' or 'No' at B28. Please note that if you answer 'Yes', you must provide your driving licence number in B29 and the country it was issued in must be given in B30. Any middle names shown on your driving licence must be given in section B3/4. A provisional driving licence should be treated the same as a full driving licence. If you hold a UK driving licence, the number can be found at point 5 of your photo card in the following format



\* The second and third numbers are the month of birth. If the holder is female, 5 is added to the first number of the month (0 will become 5 and 1 will become 6).

B31-33 Please answer 'Yes' or 'No' at B31. Please note that if you answer 'Yes', you must provide your National Identity Card number in section B32 and the country it was issued in must be given in B33.

B34 If you have a national entitlement card which has been issued by a Scottish Local Government office, you should enter the number here. Some examples of national entitlement cards are Young Scot Card, Concessionary Travel Pass and One Scotland Card.

B35 If you have an electricity supply to your home, you should enter the 21 digit electricity supplier number here. The number will be given on your electricity bill in the following format

<b>S</b>	01	123	456
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B36-37 Please answer 'Yes' or 'No' at B36. Please note that if you answer 'Yes', you must provide your PVG Scheme Membership Number in section B37. You should only cross 'Yes' if you have previously joined the PVG Scheme but have left the scheme. If you have left the scheme and now wish to join again, you should attach a note explaining this. If you do not attach a note explaining this, your form will be returned and you will be asked to complete an Existing Member Application.

If you have not advised Disclosure Scotland that you wish to leave the scheme, you will still be a member and should complete an Existing PVG Scheme Member Application.

Please contact Disclosure Scotland on 03000 2000 40 (option 3) if you need to check if you have left the scheme.

B38-39 Please answer 'Yes' or 'No' at B38. Please note that if you answer 'Yes', you must provide your registration number in B39. ISA is the Independent Safeguarding Authority, also known as Disclosure and Barring Service. This is a similar scheme to PVG which runs in England and Wales. If you have registered for this scheme, you should provide your 12 digit certificate number whether you have left the scheme or not.

B40-82 Please provide your full current address including postcode. You must provide the date you moved into this address in section B45 in the format MMYYYY. Please note that you must provide a full 5 year address history.

If you have lived at this address for less than 5 full years, you should provide your previous addresses in sections B47-B81 until a full 5 year address history is given. The resident from date must be given for each address in the format MMYYYY. Addresses must be given in the correct date order (most recent first and working backwards).

If you live away from home or have 2 current addresses, you should enter the address where you would like the certificate to be sent in sections B40-B46 and provide your other current address in sections B47-B53 and attach a note explaining this.

B83-87 Please answer 'Yes' or 'No' at section B83. Please note that if you answer 'Yes', you must provide the code given in the table below for your regulatory body in section B84 and your registration number in B85. You should continue in sections B86 and B87 if you are registered with more than one regulatory body. If your regulatory body is not listed below, you should not provide your registration details.

Regulatory Body Name	Code	Regulatory Body Name	Code
Care Inspectorate	101	General Chiropractic Council	102
General Dental Council	103	General Medical Council	104
General Optical Council	105	General Osteopathic Council	106
General Teaching Council for Scotland	107	Health Professions Council	108
Nursing and Midwifery Council	109	Royal Pharmaceutical Society of Great Britain	110
Scottish Social Services Council	111		

C1-C2 Please read the application to check that the information provided is accurate and that all sections highlighted in yellow in parts A, B and C are completed. You should then read the declaration in Part C, sign section C1 and enter the date you are signing the application in section C2 in the format DDMMYYYY.

- All forms that are received by us must be dated within 6 months.
- Any amendments made to the date in C2 must be initialled by the applicant.

When you sign the form you are confirming that you are not barred from regulated work with the workforce(s) crossed at A2 and that you are requesting a disclosure for lawful purposes (usually to work with children or protected adults).

D1-D10 Please answer 'Yes' or 'No' at section D1.

If you are a volunteer cross 'Yes' and leave sections D2 to D10 empty. PVG Applications are free of charge for volunteers.

If you are a PGA Professional or paid member of staff cross 'No' and proceed to complete the payment details in sections D3 to D10.

- Payment by cheque for multiple applications is no longer accepted. If returning multiple applications, please return one cheque per application.
- If you are paying by card, you must provide the card details as requested in sections D4 to D9.
- The current cost of a Scheme Record is £59.00.

**You have now completed all necessary sections of your PVG application. You must now hand your application to the verifier before it is sent to Scottish Golf.**

You will need to provide identification to allow the organisation to confirm your identity. The Child Protection Officer or verifier at your club/organisation can verify the identification and complete the verifiers cover sheet.

If there are any issues with locating a verifier, please contact [safeguarding@scottishgolf.org](mailto:safeguarding@scottishgolf.org) or call us on 01334 466 477 and a member of staff will assist.