



Scottish  
Golf

# Existing PVG Scheme Member Application

## Guidance for Applicants

You must complete an existing Member Application if you have already joined the Scheme and are still currently a member. 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 the form if you are already a PVG member through any organisation.
- 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

- Use this form if you have previously only had a Police Act Disclosure and have never joined the PVG Scheme. You will need to complete an Application to Join the PVG Scheme

### Quick Guide

Please complete sections A1 to C2. Whoever is responsible for paying for your PVG certificate should complete sections D3-D10. The verifier should complete sections E1 to E6.

## Type of Application

### Glossary

Scheme Record – a full PVG check because you have not previously joined PVG for one of the workforces you have selected at section A2.

Scheme Record Update – an update on your details as you already have a Scheme Record for the workforce(s) selected in A2.

Workforce(s) – this is the term used to describe the group of people you are going to be working with. The 2 PVG workforces are children and protected adults.

- A1 If completing this form you are already a PVG Scheme Member. You should clearly select one of the options by marking an 'X' in the appropriate box.

Scheme Record: You should select this option if:

You are an existing member of the PVG Scheme but have not previously been checked for the workforce(s) that you have selected at A2. A3 must then be crossed 'No'. For example, you have previously been checked for children and now you need to be checked for protected adults. See diagram A.

(A)

PART A		Type of Application (Read Note A)	
A1	Cross (X) one box only.	Scheme Membership Statement <input type="checkbox"/>	Scheme Record <input checked="" type="checkbox"/>
		Scheme Record Update <input type="checkbox"/>	Scheme Membership Statement (Countersigned) <input type="checkbox"/>
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 type="checkbox"/>	No <input checked="" type="checkbox"/>

Scheme Record Update: You should select this option if:

You have previously been checked for the workforce(s) that you have selected at A2 and have been issued a Scheme Record for this workforce. A3 must then be crossed 'Yes'. For example, you have previously been checked for children and another organisation wants you to work with children. See diagram B.

(B)

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 checked="" type="checkbox"/>	Scheme Membership Statement (Countersigned) <input type="checkbox"/>
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 type="checkbox"/>

- A2 Please mark the workforce(s) you will be carrying out regulated work with. You must only apply in relation to the type(s) of regulated work which you are or will be doing for the organisation by marking a cross in the appropriate box.

- A3 Mark an 'X' in the appropriate box (refer to images A and B above). Please mark 'Yes' if you already have a Scheme Record for the workforce(s) that you have selected at A2 and please ensure you are applying for a Scheme Record Update. If you have not previously been checked for the workforce that you have selected at A2 then please cross 'No' and ensure you are applying for a Scheme Record.

- A4 Please cross 'No'

## Personal Details

- B1 Enter your PVG Scheme ID number. This is the 16 digit number provided when you joined the Scheme. You will find this on your certificate (shown in the diagram below) and it will be referred to as your 'PVG Membership No'. It will start with the year and month that you joined the scheme. If you have lost your certificate and do not know your ID number then please call Disclosure Scotland on 03000 2000 40 option 3 and they will be able to inform you of this.

Applicant Personal Details	
Surname:	PELL
Forename(s):	SAM
Date of Birth:	00/00/0000
PVG Membership No.:	0000000000000300

- B2 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.
- B3 You should provide the surname you are currently known by.
- B4-5 You should provide your first name. If you have any middle names, they must also be provided here. You can continue onto B5 if necessary.
- B6 Please provide your date of birth in the format DDMMYYYY.
- B7 Mark an 'X' in the appropriate box. If 'Yes' please provide details on a separate sheet of A4 paper. It is important that you keep Disclosure Scotland updated of changes to your personal details during the lifetime of your PVG Scheme membership.

Personal details mean name, gender or address. You should notify a change of name or gender within three months of the change occurring. There are no legal requirements to notify a change of address but Disclosure Scotland needs your correct address to ensure you receive your copy of the disclosure record. If your details have changed then please provide a photocopy of proof of the change.

- B8 Have you registered with any Regulatory Body listed below since your last PVG application? Mark an 'X' in the appropriate box. If 'Yes' complete B9-10 and/or B11-B12 selecting the code for the Regulatory Body from the list below. B11-B12 are relevant only if you are a member of more than one of the bodies listed.

<b>Regulatory Body Name</b>	<b>Code</b>	<b>Regulatory Body Name</b>	<b>Code</b>
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.

- 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 £59.00.
- The current cost of a Scheme Record Update is £18.00.

**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 identify. The Child Protection Officer or verifier at your club/organisation can verify the identification and complete the verifier's 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.