

PVG Scheme Application Forms

Scottish Golf Guidance Notes

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Guidance for Applicant

- **PVG Join Application Form**
 - **Questions 1 to 6** - Applicant completes
 - **Question 7** - where applicable, whoever is responsible for paying for PVG certificate completes
- **PVG Existing Application Form**
 - **Questions 1 to 4** - Applicant completes
 - **Question 5** - where applicable, whoever is responsible for paying for PVG certificate completes.
- **Both Forms**
 - All other questions should be left blank

Send application to the Safeguarding Officer/Verifier of your organisation who will arrange verification of your ID documents. **DO NOT email your application or ID documents directly to Scottish Golf.**

If the application relates to the registration of a new Safeguarding Officer, please follow the instructions for how to verify the details of the Safeguarding Officer from our [website](#)

Guidance for specific questions

Application Type	In almost all cases this would be "PVG Scheme Record - Child". "Adult" should only be selected if you are already doing regulated work with adults at risk, or "Both" if already doing regulated work with both Adults at Risk and Children with the organisation you are applying for membership for. This should not be selected "just in case we get adults at risk in the future".
PVG Membership ID (if any)	If you have previously been a member of the PVG Scheme and had left but are now re-joining, you must enter your old PVG Scheme Membership number in this space. If you leave your regulated role for any organisation, it is your responsibility as the Scheme Member to notify Disclosure Scotland to request to be removed from the Scheme.
Any Changes to personal details (Existing Form only)	If any changes you must ensure you enter full details of the changes, for example if you have moved house give details of new address
Regulatory body details	This is for people registered with any organisations listed in the drop-down list only. Select "No" if this does not apply to you.
Payment	If the application is for volunteer role doing regulated work for a qualifying voluntary organisation i.e. affiliated club tick "Yes" and "Exempt from fee (QVO)" – no payment required. For an employed role tick "No". Payment of fee is payable directly to Disclosure Scotland via their payment portal link on form. Current fee is £59 for Join Application and £18 for Existing Application. Volunteers are exempt from payment.

Guidance for Safeguarding Officer/Verifier

It is the role of the Safeguarding Officer/Verifier to check that the application is correctly completed by the applicant and check applicant's identification

- **PVG Join Application Form**
 - **Questions 9 & 10** – Safeguarding Officer/verifier completes
- **PVG Existing Application Form**
 - **Questions 6 & 7** – Safeguarding Officer/verifier completes
- **Both Forms**
 - All other questions should be left blank

Send completed forms to safeguarding@scottishgolf.org subject line "PVG Application"

In the main body of the email please include the following information or alternatively complete and attach a verifiers coversheet

- Club Name
- Safeguarding Officer/Verifier's Name
- Name of applicant(s) and the ID documents seen to verify their identity

You can find out more about the laws that govern the disclosure and PVG Scheme membership application process on Disclosure Scotland's [website](#).

Guidance for Specific Questions

Countersignatory details and declaration	Organisation name – Name of Club Position Applied for – must be one that is listed in the approved list
Confirmation of identity	<p>You should ask for three forms of identity. If possible, one should be photographic and 2 with their current home address. Documents confirming their home address should be issued within the last 3 months.</p> <p>If you do not check sufficient identification, the application may be returned to you.</p> <p>Copies of identity documents/PVG certificates must not be sent to Scottish Golf.</p> <p>PVG Application Form for Safeguarding Officer role For their own PVG application they will require a different individual to verify their ID documents. This can either be done by the Captain, Secretary or Facility Manager at the club/organisation. That individual is required to provide a short cover letter detailing who they are and what documents they have seen.</p>
Join Application Form	Questions 10 – 15 leave blank
Existing Application Form	Questions 8 – 12 leave blank