



Guidance Notes for PVG Scheme Application Existing PVG Scheme Members

In order to minimise mistakes, and forms being returned, please follow the guidance notes below before completing your form. You must use **BLACK/BLUE INK** and write clearly within the boxes in **BLOCK CAPITALS** throughout.

This is a summary document produced by Cricket Scotland and full guidance notes can be found at <http://www.volunteerscotland.net/disclosure-services/resources/> if required. ALL headings highlighted in **YELLOW** must be completed on all forms!

Make a note of the application number (the 16 digit number printed under the barcode in the top right hand corner) for enquiry purposes.

Box	Instruction
A1	Mark an 'X' in the Scheme Record Update Box
A2	Mark an 'X' in the Children Box
A3	Please mark 'Yes' if you already have a Scheme Record for regulated work with Children. Please mark 'No' otherwise. It should be NO in most cases!
A4	Place an 'X' in the No Box – this is not available through Volunteer Scotland Disclosure Services (VSDS)
B1 – B7	To be completed. Please note PVG Scheme ID is a 16 digit number.
B8	To be completed. Regulated Bodies are Care Commission, General Chiropractic Council, General Dental Council, General Medical Council, General Optical Council, General Osteopathic Council, General Teaching Council for Scotland, Health Professions Council, Nursing and Midwifery Council, Royal Pharmaceutical Society of Great Britain, Scottish Social Services Council. Further details at http://www.volunteerscotland.net/disclosure-services/resources/ if required
C1-2	Please sign within the white area and complete the date of signature.
D1-10	LEAVE BLANK – DO NOT COMPLETE
E and F	DO NOT SIGN section F – DO NOT Complete any more in the form – STOP!!

CONFIRMATION OF IDENTITY

This form must be completed by the applicant and signed by your club Child Protection Officer/Cricket Scotland Regional Manager.

Once completed, please return the form to your club Child Protection Officer/Cricket Scotland Regional Manager. Before submitting your form, please ensure that you have:

- 1. Used black/blue ink and block capitals throughout**
- 2. Signed and dated the application form at Box C1-2 only**
- 3. Completed the forms as per the above instructions**

If you have any questions or require help with your form, contact Iain Murdoch at Cricket Scotland on 0131 313 7420 or iainmurdoch@cricketscotland.com