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**Guidance Notes for PVG Scheme Applications for Volunteers including Coaches and Officials (paper application)**

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 byCricket 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.

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| --- | --- |
| **Box** | **Instruction** |
| A1 | Mark an ‘X’ in the Scheme Record Box |
| A2 | Mark an ‘X’ in the Children Box |
| A3 | Place an ‘X’ in the No Box – this is not available through Volunteer Scotland Disclosure Services (VSDS) |
| B1 – B46 | To be completed  If you mark YES to any of these sections, you must provide the relevant number.  (NI, Passport, Driving Licence)  B13 Please enter Mother’s Maiden or Family name, this is mandatory.  B35 should only be used if you have electricity supplied in your name. The 21 digit electricity supplier number can be found on your most recent bill/statement. This box is not mandatory  B36 This should be marked as NO, if you have a current PVG Disclosure, you must complete an “Existing Members Application” – which is a different form – contact [disclosures@cricketscotland.com](mailto:disclosures@cricketscotland.com) for the relevant form. |
| B47 – B82 | To be completed as appropriate including all “Resident From” dates. You must provide a 5 year address history. |
| B83 | 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 Wellbeing and Protection Officer/Cricket Scotland Line Manager

**Once completed, please return both forms to your club Child Wellbeing and Protection Officer/Cricket Scotland Line Manager.**

Before submitting your form, please ensure that you have:

**Used black/blue ink and block capitals throughout**

**Signed and dated the application form at Box C1/2 only**

**Completed the forms as per the above instructions**

**If you have any questions or require help to complete your application, please contact Susan Nisbet at Cricket Scotland on 0131 313 7420 or** [**disclosures@cricketscotland.com**](mailto:disclosures@cricketscotland.com)