

Guidance Notes for Completing Existing PVG Scheme Membership Form (online)

Section	Instruction
Sections 1 & 2	Fully complete
Section 1 – Application type	Drop down menu – select PVG Scheme Record Update Child
Section 1 – PVG membership number	This is the 16-digit PVG membership number on your PVG certificate. If you cannot find your certificate, the applicant can obtain the number by contacting Disclosure Scotland.
Section 3	Complete from drop down menu if you are a member of a Regulatory Body
Section 4	Sign the form – a type written name is acceptable
All other Sections	Leave Blank

Once completed, please return the form, along with your Confirmation of Identity form and accompanying evidence to your club Child Wellbeing and Protection Officer/Cricket Scotland Line Manager.

Each of the above applications must be accompanied by a digitally completed Confirmation of Identity Form and then forwarded by email to the PVG Administrator. Copies of the documents examined, should not be sent with application. A type written signature for the authorised signatory is acceptable.

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.