

## Guidance Notes for Completing New PVG Scheme Application Form (online)

Section	Instruction
Sections 1, 2 & 3	Fully complete
Section 1 – Application type	Drop down menu – select PVG Join Child
Section 1 – PVG membership number	If you have PVG membership number, you should be using the Existing member application form unless you had previously notified Disclosure Scotland that you were leaving the scheme
Section 4	If you have stayed at the address provided in Section 3 for more than 5 years, do not use this section
Section 5	Complete from drop down menu if you are a member of a Regulatory Body
Section 6	Sign the form – a type written name is acceptable
All other Sections	<b>Leave Blank</b>

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](mailto:disclosures@cricketscotland.com).