

Police Act Disclosures (Basic, Standard, Enhanced)

A1 – For Standard or Enhanced disclosure, Part E must be completed by a Registered Body.

E2 – As with PVG, organisations are welcome to submit further information to explain why the position is eligible for the level of check being requested.

Part E - Countersignatories should ensure that the boxes crossed at E5-E8 reflect the level of disclosure being requested at A1:

- Basic Disclosures: E5 = No
E6 = No
E7 = No
E8 = No
- Standard disclosures: E5 = Yes
E6 = No
E7 = No
E8 = No
- Enhanced disclosures: E5 = Yes
E6 = Yes
E7 = Yes or No as appropriate
E8 = Yes or No as appropriate.

And finally...

Upon receipt, the certificate should be checked carefully. Any errors, particularly in the spelling of the applicant's name or date of birth, should be reported immediately to Disclosure Scotland.

Further information

If you need further help with completing the forms, please call Disclosure Scotland's helpdesk on **0870 609 6006** or email info@disclosurescotland.gsi.gov.uk



GUIDANCE ON COMPLETING APPLICATIONS AND HOW TO AVOID THE MOST COMMON ERRORS

Introduction

Errors cause delays in processing forms and issuing certificates, thereby delaying the employer's recruitment process. This leaflet is designed to provide some tips on the correct completion of disclosure application forms, and information on the most common errors to help you avoid them!

Application Forms - Common Errors

All fields highlighted in **yellow** on the form are mandatory and **MUST** be completed for Parts A to D on all applications. If the form is being countersigned by a Registered Body, all fields highlighted in **yellow** in Parts E/F **MUST** be completed. If the form is being countersigned by a Personal Employer, all fields highlighted in **yellow** in Parts G/H **MUST** be completed.

Application to Join PVG Scheme

A1 - Scheme Membership Statement/Scheme Membership Statement (Countersigned) do not contain vetting information but simply confirm the individual is not barred. They are intended for use by individuals and personal employers. If an organisation receives a Scheme Membership Statement because they have requested one in error, and they want a Scheme Record, they must submit another application and pay the appropriate fee.

B13 – ensure Mother's Maiden (Family) Name has been completed.

B28 – Driving Licence number indicates a middle name not supplied at **B3**. This is a very common error, and where a driving licence number has been supplied, countersignatories should check to see if there is a middle name indicated, as follows. Eg. applicant's name is Joe Bloggs:

BLOGG605109**JA**9YV Indicates forename beginning with "J" and middle name beginning with "A".

BLOGG605109**J**99YV Indicates forename beginning with "J" and no middle name.

D1 - should only be marked "Yes" for voluntary positions with Qualifying Voluntary Organisations as defined in the PVG legislation. By crossing "Yes", you are confirming that you are entitled to a free PVG check. Organisations

who cross "Yes" for positions which are not entitled to free checks may be subject to further action.

E5 – If the job title does not necessarily explain eligibility for the PVG check requested, organisations are encouraged to supply further information with the form to help avoid any delays. Eg. A "driver" is not necessarily doing regulated work, but "school bus driver" explains PVG eligibility. Anything input at E5/E6 will appear on the certificate, therefore organisations are welcome to submit a job description or a covering letter instead.

Part E or Part G – Part E should only be completed by Registered Bodies (requesting a Scheme Record at A1). Part G is for Personal Employers (or an organisation who does not wish to register or use an Umbrella Body) who are requesting a Scheme Membership Statement (Countersigned) at A1.

Existing PVG Scheme Member Applications

Countersignatories should check the applicant's existing PVG certificate.

A1 –Scheme Record Updates, which are for use by Registered Bodies can only be issued:

- (a) if the applicant has previously been issued with a Scheme Record (as opposed to a Scheme Membership Statement),
AND
- (b) if the applicant is already a member of the workforce selected at A2 (ie children and/or protected adults).

If the applicant only has a Scheme Membership Statement, or is only a member of one workforce but the application includes the other workforce, the organisation should still complete an Existing Member application but must request a Scheme Record for the new workforce, at a cost of £59.

A2 –this should reflect the position applied for, not the applicant's existing membership, ie. the applicant may be a member of both workforces, but if the position is regulated work with only one workforce, you cannot request both.

B1 - this must be the PVG Scheme Membership Number from the PVG certificate (left hand side below date of birth) not the Disclosure Number.