

**APPLICATION FOR ON-LINE DISCLOSURE SCOTLAND PVG APPLICATION**

**TO BE COMPLETED BY ORGANISATION REQUESTING CHECK:**

**APPLICATION TYPE**

- Scheme Record – required for new applicants joining the scheme
- Existing Scheme Record – required for existing PVG scheme members applying to work with a new vulnerable group
- Scheme Record Update – required for existing PVG members changing employer, or the employers requesting a record update

**APPLICANT'S DETAILS:**

Please complete the applicant's details in full. All details are required.

**FIRST NAME**

**MIDDLE NAME(S)**

**LAST NAME**

**DATE OF BIRTH**

**EMAIL ADDRESS**

**APPLICANT'S FULL CURRENT POSTAL ADDRESS**

ORGANISATION THE APPLICANT WILL BE WORKING FOR

POSITION APPLIED FOR

Who will the applicant work with?

- Protected Adults       Children

Will the work be carried out at the address of the applicant?

- Yes                       No

Is the applicant a volunteer performing regulated work for a qualifying voluntary organisation?

- Yes                       No

If the applicant is already a member of the PVG Scheme please provide PVG Membership ID (16 digits)

**Verifying applicant's identity:**

Employers must check the identity of the applicant. You should ask for three forms identity (including one that is photographic) and send copies of the documents seen to **DisclosureService@arcuk.org.uk**

I declare that my organisation has verified three forms of identity to confirm the applicant's:

- Name
- Date of Birth
- Current Address

By way of  birth certificate  passport  driving licence  ID card  other (please specify)

Signed:

Dated:

OFFICE USE ONLY:

ID CHECKED / APPLICATION REF: