The Protection of Vulnerable Groups (Scotland) Act 2007 (Form and Manner of Application to Join the PVG Scheme via an organisation) Determination 2021

The Scottish Ministers make the following determination in exercise of the powers conferred by section 71(1) of the Protection of Vulnerable Groups (Scotland) Act 2007 and all other powers enabling them to do so.

This Determination may be cited as the Protection of Vulnerable Groups (Scotland) Act 2007 (Form and Manner of Application to Join the PVG Scheme via an organisation) Determination 2021 and has effect from 1 July 2021.

The Scottish Ministers determine that the form and manner of an application to Disclosure Scotland to apply to:

 join the Scheme under section 45(1)(a), (b) or (c) of the Protection of Vulnerable Groups (Scotland) Act 2007 (participation in the Scheme) and simultaneously request the disclosure of a scheme member's scheme record under section 52 of the Protection of Vulnerable Groups (Scotland) Act 2007,

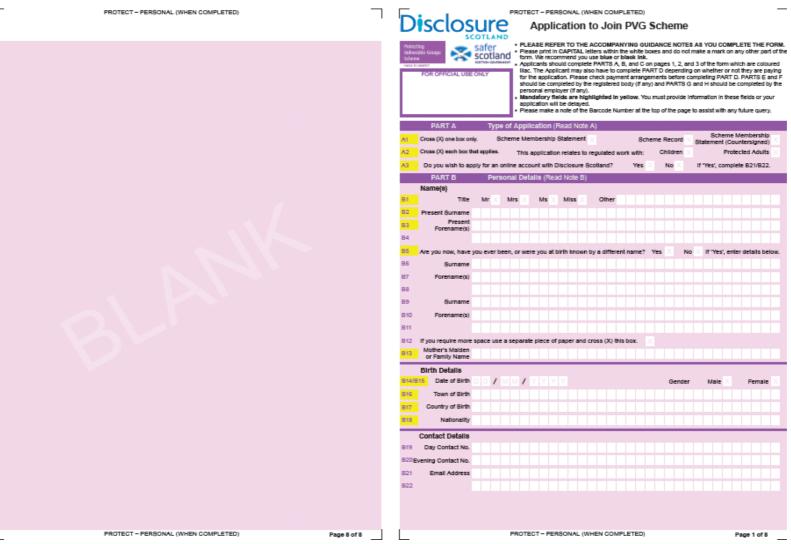
is:

- on paper (Annex 1).
- by the PVG online portal on Disclosure Scotland's website (Annex 2)

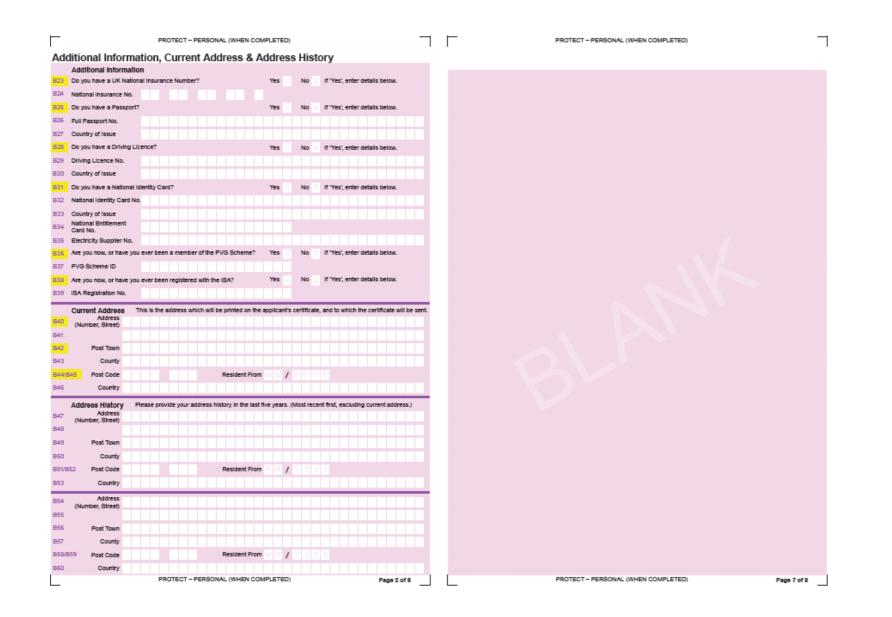
Gerard Hart

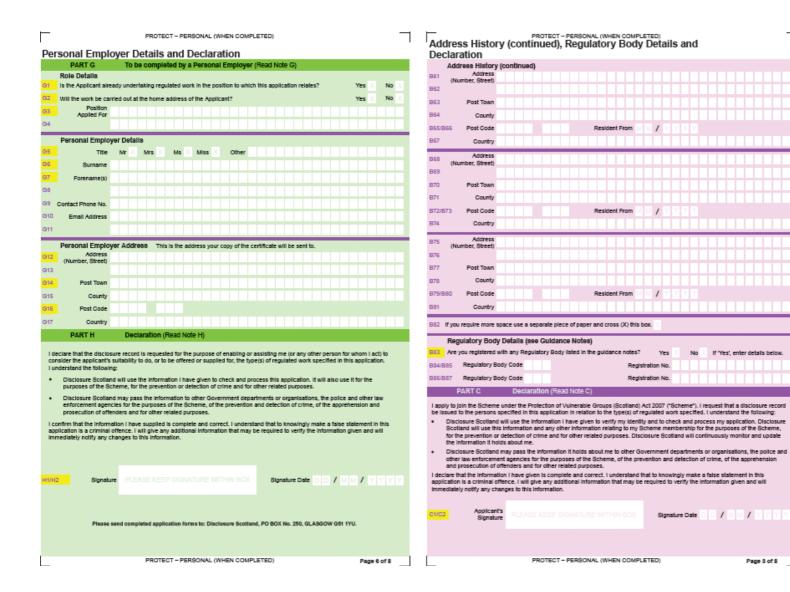
Chief Executive Disclosure Scotland 1 Pacific Quay Glasgow

Date: 30 June 2021



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PROTECT - PERSONAL (WHEN COMPLETED)		PR	ROTECT - PERSONAL (WHEN COMPLET	ED)	
Payment		Registered Body: Count	ntersignatory Details and	Declaration	
PART D Payment (Read Note D)		0	rsignature - To be completed by the C		e E)
If you, as the Applicant, are paying for this application, complete PART D. If you are not paying for it, leave PART D bia	nk and	Role Detalls			
forward the form directly to the person who will be countersigning it.	Yes No X	Is the Applicant already undertaking	ing regulated work in the position to which th	is application relates?	Yes X No X
D1 is this application in respect of a volunteer doing regulated work for a qualifying voluntary organisation? If this PVG Application is to be paid for by a Registered Body or Personal Employer,	Yes X NO X	Will the work be carried out at the h	home address of the Applicant?		Yes X No X
D2 they should cross (X) this box and complete PART D.		Organisation			
OS Method of Payment		4			
Registered Body Invoice X Cheque X VISA X Master Card X Maestro X		Position Applied For			
Solo VISA Electron VISA Debit Postal Order Voucher X		5			
Please make cheques payable to 'Disclosure Scotland'. We recommend the cheque is completed in blue or black ink.		Confirmation of Islandthy			
Credit/Debit Card Payments D4 Card Number This is the large number with of your card. Do not leave bi D5/D5 Exory Date 10 / 11 Issue Number Of exolicable	len across the middle ank spaces.	checked; if possible, one of them sh address of the Applicant. Cross the	satisfy themselves as to the identity of the Ap should be photographic. These should confir he appropriate boxes below to confirm what i	rm the name, the date of birth an has been checked.	d the current home
			Driving Licence Driving Licence (with photograph) (without photograph)		Card Cother X
D7 Name of Cardholder		If 'Other', please state the form of			
DarD9 Cardholder's PLEASE KEEP SIGNATURE WITHIN BOX Storature Date D D / M		B			
Signature Signature		9			
Voucher Payment		10 Authentication Reference No.			
D10 Voucher Number		Registered Body Details			
COUNTERSIGNED APPLICATIONS - send completed application forms to the person who will be countersigning your NON-COUNTERSIGNED APPLICATIONS - send completed application forms to: Disclosure Scotland, PO BOX No. 250, GLA FOR DISCLOSURE SCOTLAND USE ONLY. DO NOT WRITE BELOW THIS LINE.		Registered Body Name Registered Body Sub Account Code Countersignatory Name Countersignatory Code		Dode of account to be involced.)	
Correct Payment Amount Sort Code		Countersigning on Behalf of A	Another Organisation		
Account Number Cheque Number		Are you countersigning this applicat	ation on behalf of another organisation?	Yes X No X If 'Yes', supply	
Umer		16 Organisation Name			
Initials		17			
		PART F Counters	rsignatory Declaration (Read Note F)		
			equested for the purpose of enabling or assis o, or to be offered or supplied for, the type(s)		
			nformation I have given to check and proces or detection of crime and for other related p		It for the purposes
			e information to other Government departme poses of the Scheme, of the prevention and other related purposes.		
		confirm that the information I have supp application is a criminal offence. I will giv mmediately notify any changes to this inf	pplied is complete and correct. I understand (ive any additional information that may be re information.	that to knowingly make a false st quired to verify the information g	tatement in this given and will
		VF2 Signature PLEASE		Signature Date 0 0 / M	MININ
		The signature you supply here	re will be checked against the cample you	u supplied on the Registration	application.
		Please send completed	d application forms to: Disclosure Scotland, F	NO BOX No. 250, GLASGOW G51 1	YU.
PROTECT – PERSONAL (WHEN COMPLETED)	Page 4 of 8	PR	ROTECT - PERSONAL (WHEN COMPLET	ED)	Page 6 of 8

Begin a new Scheme Record for joining the PVG scheme

Before you start

To complete this form, you will need:

- your organisation's registered body code or sub account code as provided by Disclosure Scotland
- your countersignatory code as provided by Disclosure Scotland

Need help?

If you don't have these details, or need help with any other part of the application process, you can speak to someone at Disclosure Scotland. To do so:

- call 0300 020 0040 (calls charged at a standard rate, <u>find out more about charges (opens in a new tab</u>))
- email response@disclosurescotland.gov.scot

K Back

Disclosure

Application for PVG scheme

Start

>

Your organisation and countersignatory details

Now you need to add your organisation's details and your details as a countersignatory. You should complete each section on this page.

/our organisation's name		
four organisation's Registered Body or Sub Account code		
our name as the countersignatory		
our countersignatory code		
our work email address		
K Back	Continue	

Countersigning on behalf of another organisation

You should complete each section on this page.

Are you countersigning this application on behalf of another organisation?



Disclosure

Application for PVG scheme

Continue

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The applicant's personal details

Please complete the applicant's details. Please note that all fields relate to the applicant only. You should complete each section on this page unless it is stated as optional.

First name

Middle name (optional)

Last name

Date of birth (For example, 05 04 1983)

Day	Month	Year

Email address

K Back

Continue

The applicant's current address

Please tell us the applicant's current address.

You should complete each section on this page unless it is stated as optional.

ostcode	Find UK address		
nter address manually			
K Back			Continue 🗦
		$\langle \mathcal{N} \rangle$	
	01.		
\mathbf{V}			

The applicant's current address

Please tell us the applicant's current address.

You should complete each section on this page unless it is stated as optional.

Postcode	
G511YU Find UK address	
Please select your address	
Disclosure Scotland, PO Box 250, GLASGOW, G51 1YU, Lanarkshire	•
Enter address manually	
Address line one	
Disclosure Scotland	
Address line two (optional)	
PO Box 250	
City/town	
GLASGOW	
County/province (optional)	
Lanarkshire	
Country	
United Kingdom	
Postcode	
G51 1YU	
< Back	Continue >

The applicant's role details

Please complete the applicant's role details. Please note that all fields relate to the applicant only. You should complete each section on this page.

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 home address of the applicant?		
Yes		
No		
s this applicant a volunteer performing regulated work for a qualifying voluntary organisation?		
Yes		
No		
K Back	Continue	>

Disclosure

Payment details

You must answer this question to continue.

This application will cost £59. Please select the payment method.

) The applicant will be responsible for paying by card

) My organisation will pay by card

-) My organisation will pay by invoice
-) This is a free application for a critical role responding to COVID-19





Application for PVG scheme

Check application details

Please review and ensure the details you've entered for the applicant are correct.

Organisation details

Organisation name Kovacek, Quigley and Miller		<u>Change</u>	
Registered Body code	KOV1508105	Change	
CSG name	Rosette Wolff	Change	
CSG code	CSG232042	Change	
CSG email address	DSAmbassadorTeam@disclosurescotland.gov.scot	Change	
Countersigning on behalf of another organisation	No	Change	

Applicant personal details

Applicant name	Patrick McClure	<u>Change</u>
Applicant email address	DSAmbassadorTeam@disclosurescotland.gov.scot	Change
Applicant date of birth	10 May 1952	Change
Applicant's current address	Disclosure Scotland PO Box 250 GLASGOW Lanarkshire GB G51 1YU	<u>Change</u>

Applicant role details

Position applied for	nurse	Change
Organisation the applicant will Kovacek, Quigley and Miller be working for		<u>Change</u>
Working with	Children	Change
Working at home?	No	Change
Working as a volunteer for a qualifying organisation?	No	<u>Change</u>

Payment details

<u>Change</u>

Countersignatory declaration

I declare that I am the countersignatory named on this page and responsible for this application. I have reviewed the details on this page and am satisfied they are correct.

I have read and agree to this declaration

You must agree to this declaration to continue with your application.

COVID-19 application

K Back

Continue >

Payment by

Verify applicant's identity

I declare that my organisation has verified three forms of identity (including one that is photographic) to confirm the applicant's:

- name
- date of birth
- current address

I confirm the above information is complete and correct



You must have verified the applicant's identity to continue with your application.



Disclosure

Application for PVG scheme

Continue

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Declaration

I declare that the disclosure record is requested for the purpose of enabling or assisting me (or any other person for whom I act) to consider the applicant's suitability to do, or to be offered or supplied for, the type(s) of regulated work specified in the application. I understand the following:

- Disclosure Scotland will use the information I have given to check and process the application. It will also use it for the purpose of the Scheme, for the prevention or detection of crime and for other related purposes.
- Disclosure Scotland may pass the information it holds about me to other Government departments or organisations, the police and other law enforcement agencies for the purpose of the Scheme, of the prevention and detection of crime, of the apprehension and prosecution of offenders and other related purposes.

I confirm that the information I have supplied is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

I confirm that as the countersignatory, I will submit this application.

I have read and agree to this declaration

You must agree to this declaration to continue with your application.

Back

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Application for PVG scheme

Thank you for starting this application

The applicant will now be sent an email telling them that they can start their section of the application.

Your reference number:

T00013442

What happens next?

- 1. The applicant will receive an email from Disclosure Scotland. This email will contain a unique link to their online application.
- The applicant will have 7 days only to follow the link and complete the application after 7 days the link will expire. Please note: you will have to restart the process and submit a new application if the link expires.
- Once the applicant completes their section of the form, you'll receive an email. For security reasons, this email will contain the application reference number and not the applicant's name.

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4. Disclosure Scotland will process the application and inform you of the outcome.

Start a new application

Get help

If you need to speak to Disclosure Scotland:

- call 0300 020 0040 (calls charged at a standard rate, <u>find out more about charges (opens in a new tab</u>))
- email response@disclosurescotland.gov.scot

Give Feedback

Overall, how do you feel about the service you have experienced today?

Very satisfied

) Satisfied

) Neither satisfied nor dissatisfied

) Dissatisfied

) Very dissatisfied

Send Feeback

Application for PVG scheme

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- email response@disclosurescotland.gov.scot

Give Feedback

Overall, how do you feel about the service you have experienced today?

Very satisfied

) Satisfied

) Neither satisfied nor dissatisfied

) Dissatisfied

) Very dissatisfied

Send Feeback

Apply to join the Protecting Vulnerable Groups scheme (PVG scheme)

The PVG scheme is a membership scheme managed by Disclosure Scotland

About the PVG scheme

Before you apply, it's important you know what it means to be a member. The main points are listed below. You can read more on <u>our PVG scheme (opens in a new tab)</u> page.

Joining the PVG scheme means:

- Disclosure Scotland will access your criminal record (if you have one)
- · Disclosure Scotland will share details of this record with the organisation you apply to work for
- Disclosure Scotland will keep checking your record unless you leave the scheme

Before you start

- details of your address history for the last 5 years (month and year)
- your National Insurance number (if you have one)
- your passport number (if you have one)

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- your driving licence number (if you have one, this can be full or provisional)
- your regulatory body number, if you are a member of a regulatory body (e.g SSSC)

Please note that you won't be able to save this application and return to it. Please have the information listed above ready before starting your application.

Apply now

Need help?

If you don't have these details, or need help with any other part of the application process, you can speak to someone at Disclosure Scotland. To do so:

- call 0300 020 0040 (calls charged at a standard rate, <u>find out more about charges (opens in a new tab</u>))
- email response@disclosurescotland.gov.scot

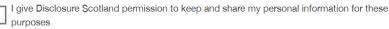


Your personal information

Disclosure Scotland:

- will use the information you give us to process your application
- will use this information and any other relevant information to prevent or detect crime, to apprehend and prosecute offenders, and to safeguard children and protected adults, and for other related purposes
- will only keep the data for as long as it's needed to fulfil these purposes
- may pass the information it holds about you to other Government departments or organisations, the police and other law enforcement agencies
- will regularly check the information it holds about you

You can read our privacy statement (opens in a new tab) for more information on how we use, keep and share your personal information.



You must give permission for your personal information to be kept and shared to continue with your application.







Application for PVG scheme

Check application details

Check the details for this position are correct before you apply. If there are any errors, please contact the person who sent you this application.

Position details

Position applied for	nurse
Working for	Kovacek, Quigley and Miller
Application type	Scheme Record
Working with	Children



This information has been supplied by the organisation you will be working for. If the details are incorrect, you must contact the organisation.



Continue >

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Your full name and previous names

Please enter your full name, including any middle names. Please do not use initials.

If you're transgender or non-binary and are concerned about completing this form, read the advice on the <u>'Information for transgender disclosure applicants' (opens in a new tab</u>) page.

You should complete each section on this page unless it is stated as optional.

Title

Select your title

First name

Middle names (only leave this empty if you have no middle names)

Last name

Have you ever been known by a name that's different to the one you use now?

If you have changed your name - through marriage, civil partnership or for any other reason - then we need to know about it so we can accurately check your criminal record.

These names will only be used for this purpose and will not be shared.





Continue

Your mother's maiden name

Please tell us your mother's maiden name. This should be the surname given to her at birth. It is not a first name or a middle name so please don't include those.

If you were adopted, you can use your adopted mother's maiden name.

You should complete this section.

Mother's maiden name or family name

Sack



Application for PVG scheme

Continue

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Your date of birth

If you don't know your date of birth, use the one on official documents, such as your passport or driving licence.

For example, 05 04 1983

You should complete this section.

Day	Month	Year	





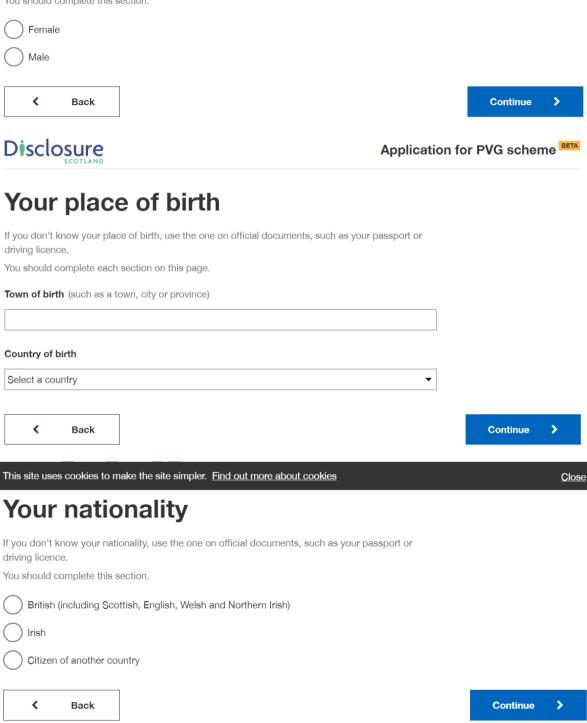
Application for PVG scheme

Your gender

Disclosure

Please enter the gender you identify as. If you're transgender or non-binary and are concerned about completing this form, read the advice on the 'Information for transgender disclosure applicants (opens in a new tab)' page.

You should complete this section.



Your contact details

We may need to contact you whilst we process your application. Please provide both a phone number and an email address - it may slow down your application if you don't.

You should complete each section on this page unless it is stated as optional.

Email address (this can be any email address that you check frequently)

UK mobile telephone number Your mobile telephone number should be 11 digits. For example, 07123 123456 (optional)

UK landline telephone number Your landline number should be 11 digits. For example, 01234 123456 (optional)

K Back

Continue

Disclosure

Application for PVG scheme

Your address history

The following questions are about your address history.

We need to know where you have lived since June 2016, with no gaps. You'll need to tell us both the month and year you moved into each property.

If you have been a student during this time, please enter all of your term-time and vacation addresses.

If you have lived in emergency accommodation during this time, please enter the name of the shelter you were living in.

If you have spent time travelling during this time, please tell us what town and country you were in.



Continue >

Disclosure

Your current address

Please tell us your current address and the month and year you moved there.

You should complete each section on this page unless it is stated as optional.

Postcode				
	Find UK address			
Enter address manually				
When did you move here? For example, 09 2015.				
or example, 05 2015.				
Month Year	r			
K Back			Continue	>
Disclosure		Appl	ication for PVG schen	ne BET.
SCOTLAND				

Your address history is complete

You've given us your complete address history for the last 5 years. Please check and confirm these details before proceeding.

Your address	From	То	Action
7824 Predovic Fords, East Wilton, K1T 5NN	June 2011	Now	Edit Delete
< Back			Continue >

National Insurance Number

Please let us know if you have a National Insurance (NI) number. It will help us process your application.

• Where can I find my NI number?

You should complete each section on this page.

Do you have a National Insurance Number?



K Back

Disclosure

Application for PVG scheme

Continue

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Passport

You should complete each section on this page.

Do you have a passport?



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Disclosure

Application for PVG scheme

Do you have a driving licence?

This can be a full or provisional licence. You should complete each section on this page.





Regulatory Body details

Using the list below, please tell us if you're a member of any regulatory body. For example, the General Medical Council, which regulates doctors working in the UK.

Please select all regulatory bodies that apply. You can be a member of more than one body.

You should complete this section.

Please select all Regulatory Bodies you are a member of

	Care Inspectorate
	General Chiropractic Council
	General Dental Council
	General Medical Council
	General Optical Council
	General Osteopathic Council
	General Teaching Council for Scotland
	Health and Care Professions Council
	Nursing and Midwifery Council
	General Pharmaceutical Council
	Scottish Social Services Council
\square	I am not a member of any of these Regulatory Bodies

< Back

Continue >

Application for PVG scheme

Check your answers

Make sure your answers are complete and correct. If you need to change any of your details, change them at this stage.

About you

Name	Mr patrick mcclure	<u>Change</u>
Previous names	You have always been known by the same name	Change
Mother's maiden name	Harvey	Change
Date of birth	10 May 1952	Change
Gender	Male	Change
Place of birth	Leschmouth, United Kingdom	<u>Change</u>
Nationality	United Kingdom	<u>Change</u>

Contact details

Email address	DSAmbassadorTeam@disclosurescotland.gov.scot	<u>Change</u>
Mobile telephone number	Not provided	Change
Landline telephone number	Not provided	Change

Address history

Current address	7824 Predovic Fords East Wilton GB K1T 5NN From June 2011 - now	<u>Change</u>
Previous addresses	None	<u>Change</u>

Your identifying information

National Insurance number	XH 54 94 50 B	Change
Passport	Not provided	Change
Driving licence	Not provided	Change

Regulatory Body membership

Regulatory Body	None	<u>Change</u>
		<u></u>



Continue >

Application for PVG scheme

Declaration

I apply to join the Scheme under the Protection of Vulnerable Groups (Scotland) Act 2007 ('Scheme'). I request that a disclosure record be issued to the persons specified in this application in relation to the type(s) of regulated work specified. I understand the following:

- Disclosure Scotland will use the information I have given to verify my identity and to check and
 process my application. Disclosure Scotland will use this information and any other information
 relating to my Scheme membership for the purposes of the Scheme, for the prevention or
 detection of crime and for other related purposes. Disclosure Scotland will continuously
 monitor and update the information it holds about me.
- Disclosure Scotland may pass the information it holds about me to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the Scheme, the prevention and detection of crime, the apprehension and prosecution of offenders and for other related purposes.

I declare that the information I have given is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

I have read and agree to this declaration

You must agree to this declaration to continue with your application.





Submit

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Application for PVG scheme

Thank you for your application

Your application has been submitted to Disclosure Scotland. Please take a note of the reference number as this may be needed in the future.

Your reference number:

T00013442

What happens next?

- 1. Disclosure Scotland will process your application
- 2. Disclosure Scotland will inform you of the outcome

Get help

To check the status of your application, please contact the organisation that invited you to apply.

To speak to someone at Disclosure Scotland:

- call 0300 020 0040 (calls charged at a standard rate, <u>find out more about charges (opens in a new tab</u>))
- email response@disclosurescotland.gov.scot

Give Feedback

Overall, how do you feel about the service you have experienced today?



) Neither satisfied nor dissatisfied

) Dissatisfied

) Very dissatisfied



