



horsescotland
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GUIDANCE NOTES FOR COMPLETION OF “APPLICATION TO JOIN PVG SCHEME” FORM

APPLICANTS

This guidance is intended as quick guide, more detailed information is contained in the CRBS Guidance Notes provided to signatories.

1. Always use black or blue ink when completing forms.
2. The fields highlighted in **yellow** are mandatory.
2. PVG Scheme membership for volunteers is free, there is, however, an administration fee of £2 for Horsescotland **Individual Members** and £3 for all others.
3. PVG Scheme membership for people in paid employment in regulated work costs £59. There is also an administration fee of £5 for Horsescotland **Individual Members** and £8 for all others.
4. Cheques for administration fees should be made payable to “Horsescotland”. The £59 charge for employed people should be payable to “Disclosure Scotland”.
5. When completing the form applicants should complete the following:

Part A

A1: Cross the box marked “Scheme Record”

A2: If doing work with RDA groups cross both boxes “Children” and “Protected Adults”, all others should cross only the box marked “Children”.

A3: This is not available through CRBS so mark the box marked “No”.

Part B

B1, B2 and B3: Are all self-explanatory, however, middle names should always be provided, even if not commonly used.

B5: If you have used any other names mark “Yes”, if you have marked B1 as “Mrs” Disclosure Scotland will expect to see your maiden name at B6, if you have continued to use your maiden name after marriage enter it at B6 (this will avoid them sending a letter for clarification).

B6 to B11: Please enter any other names you have used.

B13: Please enter your mother's maiden name; your own maiden name should be entered at B6 where applicable.

B14 to B18: Are all self-explanatory.

B19 to B22: It is useful if at least one point of contact is listed; this is useful if some clarification is sought and might avoid delays in your application.

B23 to B35: Are self-explanatory, however, when "Yes" has been indicated the relevant numbers should be provided. **Please note that for UK Driving Licences the number referred is the long number starting with the first five letters of the holder's surname.**

B36: As this form is to be used when initially joining the Scheme this will be "No".

B38: This will be "No".

B40 to B45: This is self-explanatory. However, you must ensure that you provide the "Resident from" date (so that a five year address history can be established).

B46: Only to be used if the address is outside the United Kingdom.

B47 to B82: Only to be used if you have not lived at your current home address for the past five years.

B83: In this context this will probably be "No".

Part C

C1/C2: Please ensure that you sign and date declaration.

Part D

If you are a volunteer mark "Yes" at D1.

If you are in paid employment in Regulated Work mark "Yes" at D1 and then complete the payment details (this only applies to the £59 Scheme membership fee, not the administration fee).

PLEASE DO NOT COMPLETE ANY OTHER PART OF THIS FORM.

NOTE: CRBS currently recommend three forms of identification if possible, these must verify the applicant's full name, date of birth and current address, and at least one should be photographic.

It should also be noted that adults must include their National Insurance Number, Passport Number or Drivers Number; this allows Disclosure Scotland to complete their checks. If none of these are completed the form will be returned. With regard to children, where none of these numbers are available, special arrangements exist.