



## **APPLICATION GUIDANCE FOR EXISTING PVG MEMBERS**

### **IMPORTANT INFORMATION FOR CORONAVIRUS RESPONSE WORKERS**

The post you have applied for requires that a PVG check is carried out by Disclosure Scotland. As you are already a member of the PVG scheme, and this is classed as a Priority Post in response to COVID-19 you are required to complete a [PVG Existing Member Application form - CORONAVIRUS RESPONSE WORKER](#)

***A worker applying for a 'Priority PVG Check' in response to Coronavirus must meet the following criteria:***

Their role must be within:

Healthcare  
Pharmaceutical  
Childcare  
Social work  
Social care  
Prisons and justice

- They must only need a disclosure because of their coronavirus work
- Their role must only exist in response to coronavirus
- They must be working in a qualifying sector listed above

**If this application is not in respect of a role directly supporting Coronavirus you should complete a routine PVG form: [PVG Existing Member application](#)**

As well as completion of the form, you are required to produce **3 pieces of official identification**, consisting of:

- **1 piece of photographic identification**, which must be either a passport or new style photo driving licence showing their name and *current* address. If no photo ID is available then a Birth Certificate (and Marriage Certificate if applicable) is acceptable.
- **1 piece with proof of address** - A recent utility bill (i.e. telephone bill, gas bill, etc) or a bank statement, or another official document dated within the last 6 months confirming the name and current address of the applicant.  
(N.B. We are not permitted to use previous Disclosure Certificates as proof of ID as these are confidential documents)
- **Another 1 piece** of any of the above mentioned items –

**Please Note** – if you have lived outside of the UK for a period of more than 3 months during the last 5 years, information from that country's Police authority, will be required (in English). If there is any charge for this information from another country, you will be required to pay this.

## Completion of on-line PVG Application for existing members – Coronavirus Response

If you are unable to provide original documents which can be verified by the recruiting manager before starting in the role, you may photograph them and send copies of them to the manager. You will however be expected, on day of work, to present the original documents to enable your manager to verify them.

You should fill in the following sections on the: [PVG Existing Member Application form - CORONAVIRUS RESPONSE WORKER](#)

### **PART 1 about You**

- Complete **all** sections in Part 1 – ( For - Application Type and Title, please click on dropdown box)

### **PART 2 Your contact details.**

- Please give your contact details

### **PART 3 Regulatory Body Details**

- Have you registered with a Regulatory Body since your last PVG? Please insert the details of any regulatory bodies you have registered with (and also your Registration number), using the list below:

Regulatory Body Name	Regulatory Body Code
Care Commission	101
General Chiropractic Council	102
General Dental Council	103
General Medical Council	104
General Optical Council	105
General Osteopathic Council	106
General Teaching Council for Scotland	107
Health Professions Council	108
Nursing and Midwifery Council	109
Royal Pharmaceutical Society of Great Britain (now known as General Pharmaceutical Council)	110
Scottish Social Services Council	111

### **PART 4 Declaration on Application**

- Please type your full name in to this box and insert today's date

- **PARTS 5-10 TO BE COMPLETED BY HR**

## Completion of on-line PVG Application for existing members – Coronavirus Response

Should any convictions be notified they would be considered on an individual basis in relation to the post that is being recruited for. You may be asked to attend a further meeting to discuss any disclosed convictions.

Should you have any queries generally or regarding the completion of the Disclosure Form please contact Human Resources: [disclosurescotland@eastlothian.gov.uk](mailto:disclosurescotland@eastlothian.gov.uk)

**YOUR COMPLETED PVG FORM SHOULD BE EMAILED TO THE MANAGER  
FOR THIS POST ALONG WITH THE REQUIRED ID**

### WHAT IDs are suitable?

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1 X Photographic ID	
<ul style="list-style-type: none"><li>✓ Passport – showing current name</li><li>✓ Photo Driving Licence showing current name and address</li></ul>	
If no photo ID is available then a Birth Certificate (and Marriage Certificate if applicable) is acceptable	
1 X Proof of address – <b>MUST BE DATED within last 6 months and confirm the individuals current name and address</b>	
<ul style="list-style-type: none"><li>✓ Utility bill (i.e. telephone bill, gas bill, etc.)</li><li>✓ Bank statement</li><li>✓ Credit Card statement</li><li>✓ Mobile Phone statement</li><li>✓ Council Tax statement</li><li>✓ Child Benefit letter</li><li>✓ P60</li><li>✓ Tenancy Agreement</li><li>✓ GTC letter</li><li>✓ Letter from GP, Dentist, school or college etc.</li></ul>	<ul style="list-style-type: none"><li>✗ Previous Disclosure Certificate</li><li>✗ ID card</li><li>✗ Young Scot Card</li><li>✗ Travel Pass/Gym Pass</li><li>✗ Driving Licence showing previous address</li><li>✗ Utility bill in someone else's name</li><li>✗ IDs in maiden name UNLESS accompanied by a marriage certificate</li></ul>
<b>PLUS Another 1 piece of ID - any of the above</b>	