

## Protection of Vulnerable Groups (Scotland) Act 2007

### Application Forms & Fees

#### Application Forms

The introduction of the Protection of Vulnerable Groups (Scotland) Act (PVG) has meant that new application forms are needed for ALL levels of disclosure and these new forms are now available for distribution to all of our registered bodies. Copies of the new application forms, in PDF format, are available for viewing on our website.

This new application form **MUST** be used for all PVG Scheme applications which will be **received** by Disclosure Scotland from 28<sup>th</sup> February onwards. As Disclosure Scotland will be unable to process any PVG Scheme applications on the 'old' form after this date, it is imperative that registered bodies ensure that all such applications being received by Disclosure Scotland on or after this date are submitted using the new form. Please note that on and after 28<sup>th</sup> February, any PVG applications received on the 'old' form will be returned to the registered body unprocessed.

Applications, for Basic disclosures submitted under the Police Act, should still be submitted using the 'old' application form for a limited three month period after 28<sup>th</sup> February. The final date of transfer to using only the new application form for these applications will be communicated at a later date.

**However, it is important to note that Disclosure Scotland cannot accept the new application forms prior to the go-live date of the PVG for ANY disclosure application.**

#### Fee Structure

A new pricing structure will also be implemented on 28<sup>th</sup> February. This means that all Disclosure Scotland applications received on or after 28<sup>th</sup> February will be charged at the new fee – see below.

Any applications which are received prior to 28<sup>th</sup> February but which are incorrectly completed and returned to the registered body, will only be able to be accepted at the current fee by Disclosure Scotland if they are again received by Disclosure Scotland prior to 28<sup>th</sup> February. Any corrected applications, received after this date **must** be accompanied by the new fee (and if for a PVG disclosure it must also be on the new Application Form)

All applications received where the cheque or postal order has an incorrect amount will be treated in the manner outlined above and will only be accepted by Disclosure Scotland if the application and fee payment is correct and received by 28<sup>th</sup> February.

For Registered Bodies making payment by invoice, the new costs will be reflected in the invoicing after 28<sup>th</sup> February.

The fees for joining the PVG Scheme, requesting the different types of disclosure, becoming a Registered Body together with the costs of the remaining Police Act disclosures are as follows:

<b>Registration Application prior to 1 April 2011</b>	<b>£150.00.</b> In addition there is a charge of <b>£10</b> for each additional Countersignatory.  (Note that the registration fees change from 1 April 2011)
<b>Registration Application from 1 April 2011</b>	<b>£75.</b> This fee will cover the Lead Countersignatory and up to four additional Countersignatories at the time of registration. This fee is payable annually on the anniversary of the date of registration.
<b>Additional Countersignatory Application from 1 April 2011</b>	<b>£15.</b>
<b>Application to join the PVG Scheme</b>	<b>£59</b>
<b>Scheme Record</b>	<b>£59</b> (But free of charge when requested at the same time as an application to join)
<b>Scheme Record Update</b>	<b>£18</b>
<b>Scheme Record</b> requested by the same employer subsequent to a Scheme Record Update.	<b>£41</b> (that is £59 minus £18) if the subsequent application is made within 30 days of the Scheme Record Update being issued.  <b>£59</b> (after more than 30 days)
<b>Scheme Membership Statement</b>	<b>£18</b> (if requested in an application subsequent to the application to join)  <b>But</b> free of charge when requested at the same time as an application to join.
<b>Scheme Record</b> or <b>Scheme Record Update</b> for volunteers working in a <b>qualifying voluntary organisation</b> in Scotland.	Free of charge* - see below

<b>Enhanced Disclosure (for prescribed positions NOT in Regulated Work)</b>	<b>£25</b>
<b>Standard Disclosure (for exempted positions NOT in Regulated Work)</b>	<b>£25</b>
<b>Basic Disclosure including on-line applications (for non-exempted positions)</b>	<b>£25</b>  <b>Customers with B2B arrangements in place will from 28<sup>th</sup> February be charged at the new cost.</b>

\*Volunteers working in regulated work for a qualifying voluntary organisation in Scotland can have their applications processed at no cost to themselves or their organisation. The Central Registered Body in Scotland (CRBS) offers a service processing for such disclosure applications for the voluntary sector and can provide advice in this area. Qualifying voluntary organisations which wish to register directly with Disclosure Scotland can also have their applications processed at no cost to their organisation, but the charges that apply for registration of the non-voluntary organisation will apply as these are outwith the no cost agreements.

For the purposes of the PVG Scheme, a “qualifying voluntary organisation” is an organisation which is not a further education institution, a school, a public or local authority, or which is not under the management of a public or local authority; and is not conducted primarily for profit, and any profit generated is used to further the objectives of the organisation and not distributed to its members.

**ALL** application forms and updates can be found on [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk). **All other enquires can be directed to 0870 609 6006.**