

**ARCHDIOCESE OF GLASGOW**

**PVG Update Application Form**

**Please note that any details given are for our records and identification only. Once you have submitted this form you shall receive a secure email from Disclosure Scotland where you will be required to provide additional information to complete your PVG. Please keep a look out for this email as it expires within 14 days after which you shall need to reapply.**

**Personnel Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name (including middle): |  | Surname |  |
| Address: |  | Date of Birth: |  |
| Postcode: |  | How Long have you lived at this address: |  |
| Email: |  | Contact No: |  |

**Role Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Voluntary Role (e.g. childrens Litrugy, Eucharistic home vists) Please include **ALL** roles |  | Parish/Group where role is undertaken: |  |
| Please advise any additions or changes to your role. |  | | |

**PVG Details**

|  |  |  |  |
| --- | --- | --- | --- |
| PVG membership No. |  | In what capacity?  Children/ adults/both |  |
| Please advise any additions or changes to your PVG. |  | | |

**REFERENCES**

Please give the name and emailof two people who know you well, and who would be able to give a personal reference. **Not relatives, Parish Priest or Parish Safeguarding Coordinator**. They must have known you for a **minimum of 12 months**. **These will only be used if we do not already have references for you**.

|  |  |  |  |
| --- | --- | --- | --- |
| **1st Referee Name:** |  | **2nd Referee Name** |  |
| **Email** |  | **Email** |  |
| **Occupation:** |  | **Occupation:** |  |

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**Declaration**

* I declare that the details given above are accurate and complete, and I accept that, should this subsequently be found to be otherwise, my involvement as a volunteer may be ended.

**Signed:** Click or tap here to enter text. **Date:** Enter or select a date.

**Please save this form as *Your Name* Application and send it to: Safeguardingadministrator@rcag.org.uk**

**Along with identification as advised on page 2.**

**Privacy Notice:** This document will be held securely and confidentially, the information detailed on this form will only be made known to your Parish Priest, Parish Safeguarding Coordinator and the Diocesan safeguarding personnel who will process your application. Information provided on this form is processed in accordance with the Diocese's Privacy Notice which is available from the Curial office or at: <http://www.rcag.org.uk> > Diocesan Curia > Privacy Notice.

**I.D. Verification Process**

3 forms of Identification are required (2 if you are using your photographic driver’s licence). Please scan/email a copy of these to the [safeguardingadministrator@rcag.org.uk](mailto:safeguardingadministrator@rcag.org.uk) along with your form.

**The best form of ID to use are passport and photographic driver’s licence which completes all requirements.**

**Other Range of Possible Photographic Verification that may be used**

1. Passport (e.g. UK or other country);
2. Photographic drivers licence which contains address information would satisfy as evidence both of photographic evidence (physical ID) and present address verification.
3. Other forms of photo ID - **CURRENT**; UK Government Department Pass/Card, Employee ID Card, NHS Scotland ID Card, Armed Forces ID Card, National Union Student ID, University ID, Young Scot Card

**Range of Possible Address Verification documentation that may be used**

Please note that the address information should detail the current address:

1. Photographic drivers licence which contains address information would satisfy as evidence both of photographic evidence (physical ID) and present address verification
2. Bank or building society statement (within last 3 months)
3. A utility bill (within last 3 months)
4. Credit or store card statement (within last 3months)
5. Financial statement (e.g. Mortgage, Personal loan papers, ISA)(within last 3 months)
6. Correspondence from statutory bodies (e.g. Benefits Agency, Employment Services; central or local/government departments) (within last 3 months)
7. Pension or other benefits book
8. Visa
9. Work Permit

**Suggested Alternative Range of Forms of Identification that can be used to Support Photographic and Address Verification**

|  |  |
| --- | --- |
| * Current National Savings Card | * Current Credit/Debit Card |
| * Current Building Society Account Book/Card | * Current AA/RAC Card |
| * Current Trade Union Membership Card | * Current Form BF7 (Benefits Agency) |
| * Current Council Rent Book | * European Health Insurance Card (E11) |
| * Current Bank Giro |  |
| * Cheque Guarantee Card Combined with Current Personal Cheque Book | |
| * Scottish Qualifications Authority ‐ Registration No. (School students) | |
| * Degree Certificate; HND; HNC; Professional Qualification; NVQ/SVQ (granted by a UK University,   award granting body or equivalent) | |

**Where you cannot provide Photographic Evidence of Identity (Passport etc)**

If the applicant does not have the required documentation for photographic evidence (physical ID) then they should supply a passport sized photograph and a letter signed and dated by a responsible person (doctor; dentist; teacher; minister of religion; line manager etc.) which states ***“I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time]. Sign, insert address and date.*”** Please note this letter should not be completed by the same person countersigning the CRBS multiple cover sheet.