

Scottish Gymnastics Identity Verification Form – Updated April 2020

It is a requirement that the documentation of the individual making the PVG application is checked by a Scottish Gymnastics approved person i.e. Safeguarding Officer (new name for Child Protection Coordinator) or Head coach (having attended the PVG workshop) in the presence of the individual. The "ID Checker" (verifier) should validate the identity by:

* Checking the individual's identity against the required forms of evidence. Making sure you tick the box of each form of ID shown to you.*

Candidates Name	
Club Name	

Role in Club: (Please Tick)

Role in Club	<input checked="" type="checkbox"/>
Head Coach	<input type="checkbox"/>
Assistant Coach	<input type="checkbox"/>
Helper in the Gym- assisting children	<input type="checkbox"/>
Chaperone	<input type="checkbox"/>
Safeguarding Officer	<input type="checkbox"/>
Physio	<input type="checkbox"/>
Choreographer	<input type="checkbox"/>
Strength & Conditioning Coach	<input type="checkbox"/>
First Aider	<input type="checkbox"/>
Team Manager (trips away)	<input type="checkbox"/>

Forms of Identity Witnessed – Please follow the instructions detailed below carefully.

Photo ID: at least **one** box must be ticked

Passport	<input type="checkbox"/>
Driving Licence with Photo	<input type="checkbox"/>
National Entitlement Card	<input type="checkbox"/>
Employee ID card	<input type="checkbox"/>
Young Scott Card	<input type="checkbox"/>
Photographic Membership Card	<input type="checkbox"/>
Student Card	<input type="checkbox"/>

Other Photo ID:
(Please Specify) _____

Current (within 3 months) **Address ID:** at least **two** boxes must be ticked

Phone bill	<input type="checkbox"/>
Utility bill	<input type="checkbox"/>
Bank statement	<input type="checkbox"/>
PVG certificate	<input type="checkbox"/>
Bank letter	<input type="checkbox"/>
School letter	<input type="checkbox"/>
Benefit agency letter	<input type="checkbox"/>
UK driving licence photocard only	<input type="checkbox"/>
Credit / Store card statement	<input type="checkbox"/>
Council letter	<input type="checkbox"/>
Financial statements	<input type="checkbox"/>

Other Current Address ID:
(Please Specify) _____

Declaration:

➤ I declare that I have met with and positively identified the above named person.

➤ **I declare that the Applicant is: 1) a volunteer or 2) is paid for providing a service to the Club**

Note: Please circle as applicable or the PVG form will not be processed

➤ I have checked in the manner recommended by Disclosure Scotland, the authenticity of the documentation supplied by the above named person

Name of Validator _____ Position/Status _____

Signature _____ Date _____

Payment

All PVG applicants must pay the £7 Admin fee payable to Scottish Gymnastics.

Please note if you are paid for providing a service to club there is a fee payable to **Disclosure Scotland. £59** for Application to join and **£18** for Existing Member Applications. If you are paying this fee by cheque please ensure it is made out to **Disclosure Scotland**. You can pay by card, entering your card details into **Part D** in the application.

Please send this form along with the PVG Scheme application form and the self-declaration form and return all three forms with a cheque made payable to Scottish Gymnastics or indicate below if you are paying by BACS transfer. The administration fee is **£7 per application**.

Send marked **private & confidential** to Claire Ritchie, Scottish Gymnastics, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh EH12 9DQ

Please take a couple of minutes to check all three forms before sending them in. Forms which have been completed incorrectly will be sent back which will add at least two weeks to the recruitment process.

Payment Method (BACS transfer/cheque)		
Date of Payment		
If paying by BACS transfer please use the following reference: PVG Admin fee + add name of applicant		
Bank transfer details	Sort Code	80-06-20
	Account Number	06 00 15 85
Cheques to:	SCOTTISH GYMNASTICS	