

PVG Applications - Common mistakes



Common mistakes made on PVG application forms in order of frequency

- 1 Completing the wrong form
- 2 Missing information:
 - a mother's maiden or family name
 - b position applied for not provided
 - c address history not complete (must go back **five** years)
 - d driving licence number noted incorrectly
 - e middle name not provided
 - f passport details not provided

Common mistakes made on the ID verification wrong

- 1 Forgetting to circle whether applicant is paid or is a volunteer
- 2 Forgetting to send in the administration fee along with the application
- 3 Forgetting to inform us that a BACS payment has been made for the administration fee
- 4 Ticking that you have witnessed only one form of current address ID

Taking the time to read and follow the guidance provided would result in far fewer forms either not being processed or having to be returned to you for correction.

It takes approximately four to six weeks for applications to be processed. Incorrect or incomplete forms can take longer to be processed. If you have any questions, please contact safeguarding@scottishgymnastics.org