

Guidance Notes for Completion of Disclosure Scotland Protecting Vulnerable Groups Application Form for Medical Students

If you are already a member of the PVG Scheme, please contact the Admissions Office before filling in this form.

Please read the following notes carefully, and then complete the enclosed Disclosure application form. Please ensure you complete the form in **black or blue** ink, failure to do so will result in your application being returned to you.

General notes of guidance from Disclosure Scotland are included with this letter but it is important that you note the following points:

Part A: Type of application

A1: You must cross the Scheme Record box.

A2: You must cross both the Children and Protected Adults boxes

A3: You must cross the Yes box.

Part B: Personal Details

Please complete according to the Disclosure Scotland guidance notes. Please make sure that B13 is completed correctly, as written on your birth certificate. Also make sure that you fill in B21, even though it is not mandatory. It is due to your answer to question A3.

Continue to follow the guidance notes. Please ensure that you have a full 5 years' worth of addresses on your form (from the date you sign it).

Part C: Declaration

Please complete according to the Disclosure Scotland guidance notes.

Part D: Payment

Please put a "X" at "No" for D1.

The fee for joining the PVG scheme is **£59.00**. Please attach your cheque or postal order made out in black or blue ink, payable to 'Disclosure Scotland', or give your credit/debit card details on the application form. Please make sure that the expiry date on cards is not imminent as it may take Disclosure Scotland a while before payment is taken. Please do not send cash payments.

Part E: Counter Signature

*Please complete questions **E1 to E5** only*

For question E1 and E2 please put a "X" at "No"

For question E3 please insert 'UNIVERSITY OF EDINBURGH'.

For question E5 please insert 'MEDICINE STUDENT'

Do not sign or fill out any other part of this page, otherwise we may have to ask you to fill out a new form.

Proof of Identity:

In order that your application can be processed you **must** send at least three forms of proof of identity.

Documentation should include copies of at least three of the following documents to provide proof of name, date of birth and current home address:

- 1) Passport
- 2) Driving licence *
- 3) Utility bill showing your passport name and current address.

* if you do not have a driving licence that proves your current address, then a utility bill or bank statement can be used instead.

Final Checklist

1. Check you have completed all relevant sections of the form and have signed Part C.
2. Send the completed application form by 30th June, together with proof of identity, payment and a SAE in an envelope marked '**Strictly Confidential**' to

**CMVM Undergraduate Admissions Office
The University of Edinburgh
The Chancellor's Building
49 Little France Crescent
Edinburgh Bioquarter
Edinburgh
EH16 4SB**

3. Your PVG application form will be signed by a counter-signatory (a member of University of Edinburgh staff) who signs the application on behalf of the University.
4. The Enhanced Disclosure will normally take approximately 3 weeks to complete. The certificate will be posted by Disclosure Scotland to your address and a copy will also be sent to the counter-signatory in the University.
5. Should we require further information from you on receipt of your PVG application we will contact you.