

What We Need from You to Start Your PVG Application

What You Need to Send Us:

Identification

Along with the PVG Form below, you need to send us **three** forms of ID - at least one should be photographic, and one should show proof of your current address. Please ensure when scanning or taking a picture of your ID that they are legible and contain all relevant information, to avoid any delays in the application process.

Acceptable Forms of ID

-  Birth Certificate
-  Passport
-  Driving Licence
-  Council Tax Form
-  Bank Statement

Unsuitable Forms of ID

-  National Insurance Cards
-  Copy of Previous Certificate
-  Counterpart Driving Licence*
-  Screenshots from online companies

Payment Method

Your employer may choose to pay for your application, this can be done via payment invoicing or the below bank transfer details.

If you are paying for your own application, this should also be made using a bank transfer to the following details using **your name** as the payment reference:

Account Name: Community Pharmacy Scotland

Sort Code: 80-31-20

Account Number: 06005432

The cost for an application to join, if you have been disclosed before but only for one group (e.g., adults but not children), or you only have a Scheme Membership Statement, is **£59**. If you have been disclosed for both groups before, and the certificate you have is a Scheme Record, the cost is **£18**.

What You Need to Fill Out:

Please complete all 11 questions using the drop-down options available and free type text.

1. Have you previously applied for a PVG?

Choose an item.

2. If yes, were you disclosed for both adults and children?

Choose an item.

3. Who will your employer be?

Type employer here

4. Please give us a contact email address for your employer. This will allow us to share details of your PVG certificate with them.

Type email here

5. What is your role going to be?

Type role here

6. What is your full name (including middle names if applicable)?

Type full name here

7. What is your date of birth?

00/00/0000

8. What is your current address, including postcode?

Type here

9. What is your email address?

Type here

10. What is the best number to contact you on?

Type here

11. Who will be paying for your application?

Choose an item.

Please save and send this form along with your 3 forms of Identification, a copy of your previous certificate if applicable and the date of payment if made by BACS to pvg.enquiries@cps.scot