

## Disclosure Scotland background checks – information for providers

Healthcare Improvement Scotland will request Disclosure Scotland background checks as part of your application for registration of an independent healthcare service.

We will request an appropriate background check for the following persons:

- Relevant individual of the provider organisation of an independent healthcare service (PVG Scheme)
- Manager of an independent healthcare service (PVG Scheme)
- Adults residing in the premises from which you provide an independent healthcare service (Police Act Disclosure Application) (basic) (to be completed by the provider)

For relevant individuals or managers of independent healthcare services, we will decide whether we will complete an:

- Application to Join PVG Scheme
- Existing PVG Scheme Member Application

The costs of these checks are detailed below:

- If a relevant individual or manager is not currently a member of the PVG Scheme, then we will use the *Application to Join PVG Scheme* and request a 'Scheme Record'. **The cost of this is £59.**
- If a relevant individual or manager is already a member of the PVG Scheme for **one** type of 'regulated work' either with 'Children' **or** 'Protected Adults', then we will use the *Existing PVG Scheme Member Application* and request a 'Scheme Record' selecting both 'Children' and 'Protected Adults' categories on the form. **The cost of this is £59.**
- If a relevant individual or manager is already a member of the PVG Scheme for **both** types of 'regulated work' (with 'Protected Adults' **and** 'Children') then we will use the *Existing PVG Scheme Member Application* and request a 'Scheme Record Update', selecting both 'Children' and 'Protected Adults' categories on the form. **The cost of this is £18.**

Once we have determined the type of background check required for all relevant individuals and managers, we will issue the applicant with a 'fee notice'. This is an invoice for the registration fee and the additional costs for all relevant background checks. The fee notice will give you the instructions for payment.

Once we have received your payment, we will send you the appropriate Disclosure Scotland information to complete. This will include your full name, DOB, address and email address.

Once you have provided this information, you will need to have your identity verified for the purposes of your background check. You must provide **three forms of identification** (one of which must be photographic identification)

File Name: IHC Registration background check - information for providers (watermark)	Version: 1.0	Date: 27 January 2023
Produced by: Healthcare Improvement Scotland	Page 1 of 3	Review date: January 2025

These must **confirm your name, date of birth and current address.**

Examples of these are:

- Passport
- Driving License
- National Identity Card
- National Entitlement Card
- Utility Bill

You can have your identity checked in three different ways:

1. By using the post office document certification service
2. By using a solicitor or notary public.

### **1. By using the post office document certification service**

If you wish to have your identity and copy documentation verified using the post office's document certification service, you may do so at your own cost.

Further information about this service can be found here:

<https://www.postoffice.co.uk/document-certification-service>

Please return your requested information, three forms of copy identification and the post office's ID checking service form to one of our administrators via email to the following email addresses:

**Susanne Raeburn** – [Susie.Raeburn@nhs.scot](mailto:Susie.Raeburn@nhs.scot)

### **2. By using a Solicitor and Notary Public**

If you wish to have your identity and copy documentation certified by a Solicitor and Notary Public, you may do so at your own cost.

Please return your requested information and three forms of certified copy identification to one of our administrators via email to the following email addresses:

**Susanne Raeburn** – [Susie.Raeburn@nhs.scot](mailto:Susie.Raeburn@nhs.scot)

Once a countersignatory has completed the relevant sections using the Disclosure Scotland online application, the applicant will receive an email requesting to complete the remainder of the form. **Applicants will only have 14 days to complete this. After the 14 days, the application will be destroyed and we will have to begin the PVG process again.**

File Name: IHC Registration background check - information for providers (watermark)	Version: 1.0	Date: 27 January 2023
Produced by: Healthcare Improvement Scotland	Page 2 of 3	Review date: January 2025

**Police Act Disclosure Application (basic) background checks**

Healthcare Improvement Scotland will request evidence of a *Disclosure Scotland Police Act Disclosure Application (basic) background check* as part of your application for registration of an independent healthcare service, for the following relevant individuals:

- Adults residing in the premises from which you provide an independent healthcare service.

An adult is any person over the age of 16. **The cost of this is £25.**

You should complete this yourself using either an online or paper application form. Healthcare Improvement Scotland does not need to verify the identity of an individual or countersign this type of application. It is your responsibility to ensure that these checks have been completed. The inspector reviewing your application for registration may ask to see evidence of these checks during your pre-registration visit.

If you have any further questions, please do not hesitate to contact any of our administrators on the contact details above.

UNDER REVIEW

File Name: IHC Registration background check - information for providers (watermark)	Version: 1.0	Date: 27 January 2023
Produced by: Healthcare Improvement Scotland	Page 3 of 3	Review date: January 2025