



Online PVG Application Service Guidance Pack



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We are pleased to inform you of the new online PVG application process.

This service allows applications to be submitted more efficiently and accurately. Employers will be able to send a short template to VSDS to start the application process. Disclosure applicants can then enter their information online and have it validated as they go, reducing the number of applications returned to you (for example the system will not allow them to proceed without 5 years of address history).



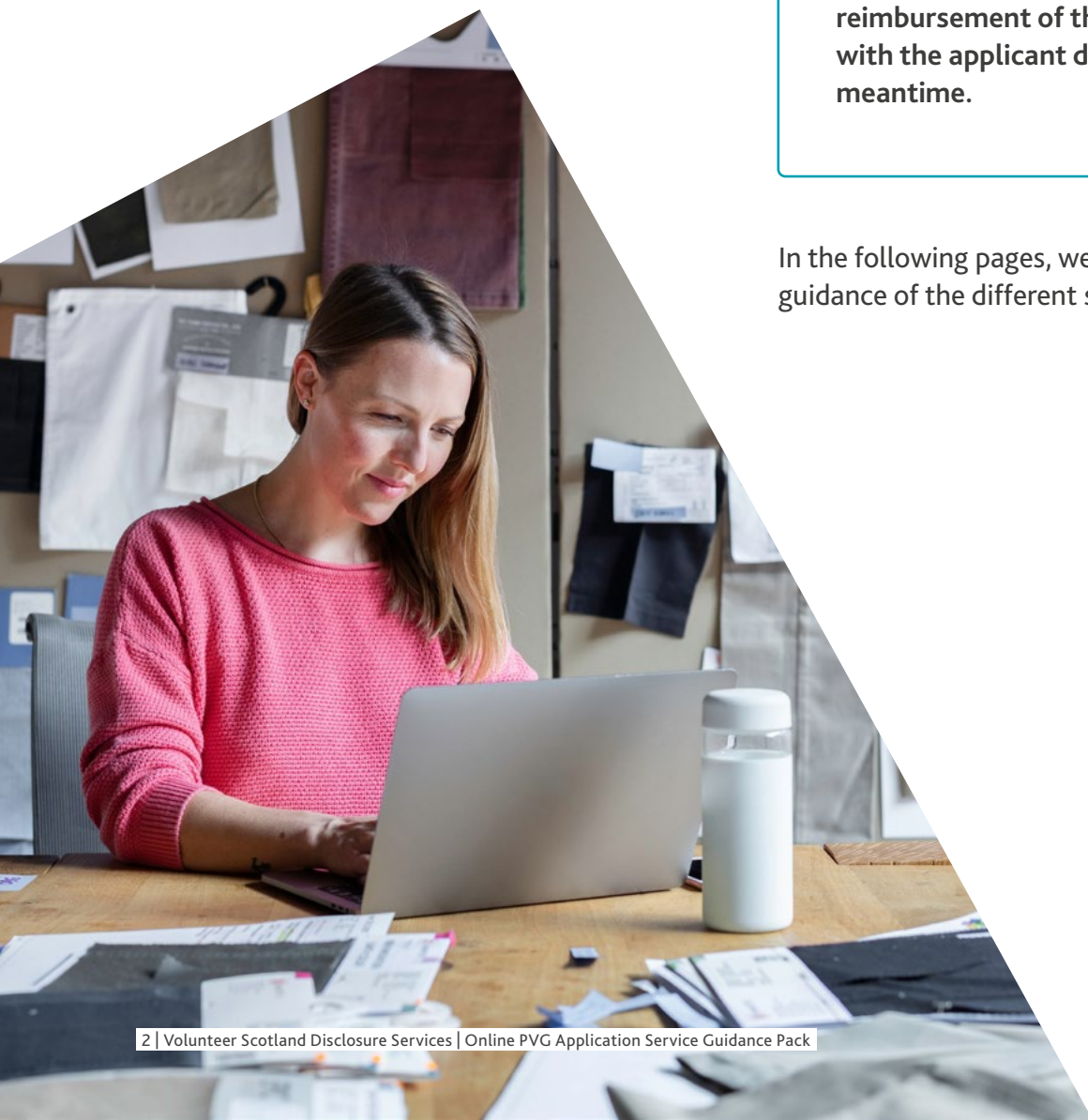
You can access the **Online Application Request Form** from on our website: [Available here](#)



In order to process a paid application we currently require the applicant to make the payment within their online application.

If the organisation would normally pay for PVG application then we please ask that you discuss the reimbursement of the payment with the applicant directly in the meantime.

In the following pages, we have provided some guidance of the different stages of the process.



Stage 1

Completion of Online Application Request Form (Organisation)

The request form should be fully completed with the organisations details at the top of the form. Complete the request form with the applicant's information as follows:

- Title
- First name
- Middle name
- Surname
- Date of Birth
- Valid e-mail address. This is the where the application link will be sent. If the email address is incorrect they will not receive the link. The email address should be unique to the applicant and not a shared email address.
- Applicants current home address
- Application Type (please choose from SRJ, SRU or ExSR)
 - o **Scheme Record to join (SRJ)**
Applicant is joining the scheme for the first time.
 - o **Scheme Record Update (SRU)**
The applicant is already a member of the scheme for the regulated work group you are checking.
 - o **Existing Member Scheme Record (ExSR)**
The applicant is already member of the scheme but is not a member for the regulated work group you are checking.
- Position applied for
- Employer (your organisation name, however if it is a registered secondary group/club then their name would go here).
- Regulated Work Group
 - o Adults
 - o Children
 - o Both
- Will the work be carried out at the home address of the applicant? Yes/No
- Volunteer Yes/No
- If Paid, refer to stage 3 below
- ID Verification – what ID you have checked? We recommend both photographic and address identification are checked. Identification can be verified via Zoom, FaceTime etc if your procedures allow this.

***Please note:** The name you provide for each applicant should be their current full name and this should be the name the applicant would complete when filling in their PVG link. For example, if the applicants current full name is Robert John Smith this is the name you must add to the request form, not 'Bob Smith'. Any differences between the name you provide and the applicant completes on their link will only cause delay in processing your application request form.

Stage 2

How to submit the Online Application Request Form (Organisation)

- **Paid and volunteer applications should be submitted on a separate online application request form.**
- **Online applications and Online Covid-19 applications must be submitted on separate request forms.**
- Complete applicant details within the online application request form following the example provided in red on the request form.
- Save the request form and email to disclosures@volunteerscotland.org.uk
- The email subject heading must be completed with **Online Application(s) X 1** or **Online Covid-19 Application(s) X 1**. You must also enter the number of application requests in the email header (e.g Online Applications X 7).
 - o You cannot submit a mixture of the new PVG online applications and Online Covid – 19 applications, please separate these on different application request templates and email separately.
- X 1 request form per email with a maximum of X 10 applicants per form.
- **Expired Links:** If the applicants link expires, please resubmit an Application Request Form for that applicant with the email subject heading **Expired Link x 2**, ensuring that the number at the end reflects the amount of applications on the request form. Please note that expired link requests must be sent separately from new requests.
- If a new link is required because the info on the link you have received is incorrect, please resubmit the application request form with the email subject 'New Link Required' and clearly state in body of the email what information is incorrect. If there is more than 1 link required please state this in the subject of the email eg. New Link Required x 3.

***Please note: that expired link requests must be sent separately from new requests.**

Stage 3

Payment information (Organisation)

- **Paid applications** - The applicant will make the payment when completing their application.
- **Covid-19 applications** - These will continue to be free and we will communicate with you when this is due to change.
- **Volunteer applications** – These will continue as before, no fee will be required for volunteers within the voluntary sector.

Stage 4

Submitting the Online Application (VSDS)

The applicant's information will be entered onto Disclosure Scotland's system and this will generate a code which will be included in the application link that will be emailed to the applicant directly, as below.

Your Disclosure Scotland Application – T00442102

The XYZ organisation has invited you to complete a Scheme Record (Join) in relation to the following role:

Role: Testing the Online Portal

Organisation: The XYZ Organisation

Application type: Scheme Record (Join)

Workforce(s): Children & Protected Adults

Payment: Free as the applicant is a volunteer performing regulated work

Stage 5

Completion of Application Online (Applicant)

The applicant will receive an email and be informed that they have 7 days to complete their application. The email will be sent from Disclosure Scotland via:

disclosurescotland@notifications.service.gov.scot

- **The applicant should also check their junk inbox as the email might be there.**
- The applicant will receive an email reminder from Disclosure Scotland on day 5.
- If the applicant does not receive a link, the link expires within the 7 days, or a new link is required please follow the guidance detailed in Stage 2. Remember to check that the email address you provided for the applicant is correct as this may be the reason they haven't received the link.
- Once the applicant completes this information, the normal checking process will be run to check suitability and issue the appropriate information.
- Both the applicant and the organisation will receive a paper certificate.

**For more information on
Disclosure Services visit
volunteerscotland.net**