



Online PVG Application Service Guidance Pack



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The Online PVG Application Service allows applications to be submitted more efficiently and accurately.

This process cuts down admin time for both the Organisation and the Applicant and users will experience a quicker turnaround time from start to finish.

Stage 1

Completion of Online Application Request Form

Stage 2

How to submit the Online Application Request Form

Stage 3

Payment information

Stage 4

Submitting the Online Application

Stage 5

Completion of Application Online



Stage 1

Completion of Online Application Request Form (Organisation)

The request form should be completed fully with the organisation's 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)
 - **Scheme Record to join (SRJ)**
Applicant is joining the scheme for the first time.
 - **Scheme Record Update (SRU)**
The applicant is already a member of the scheme for the regulated work group you are checking.
 - **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
 - Adults
 - Children
 - 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. 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 name 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)

1. Complete the applicant's details within the online application request form following the example provided in red on the request form.
2. Save the request form and email to disclosures@volunteerscotland.org.uk
3. The email subject heading must be completed with **Online Application(s) X 1**. You must also enter the number of application requests in the email header e.g **Online Applications X 1**. (The number at the end reflects the amount of applications on the request form)
4. X 1 request form per email with a maximum of X 10 applicants per form.

***Please note:** Paid and volunteer applications should be submitted on a separate online application request forms.

Stage 3

Payment information (Organisation)

- **Paid applications:** The applicant will make the payment when completing their application.
- **Volunteer applications:** No fee is required for volunteers within the voluntary sector.

Important note: In order to process a paid application, we currently require the applicant to make the payment at their online application stage. If the organisation would normally pay for PVG application, then we ask that you discuss the reimbursement of the payment with the applicant directly before they begin completing the form.

Stage 4

Submitting the Online Application (VSDS)

The applicant's information is entered onto Disclosure Scotland's system exactly as it is provided on the request form. This will then generate a code which will be included in the application link that is emailed to the applicant directly. Example:

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 from Disclosure Scotland with their application link via: disclosurescotland@notifications.service.gov.scot

Applicants will be informed in the email that they have 7 days (upon receiving the link) to complete the application.

Applicants will receive a reminder from Disclosure Scotland at the above email address to complete form on day 5.

These emails may go to spam/junk folders so please make sure you/they regularly check.

If the applicant does not receive a link, the link expires within the 7 days, or a new link is required please follow the following guidance:

- **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.
- **New Link required:** 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: 'Expired Link' requests and 'New Link' requests must be sent separately.

- Once the applicant completes the application link, the normal checking process will take place to check suitability and issue the appropriate information.
- Once approved and processed, both the applicant and the organisation will receive a paper certificate.

Get Started

You should now be ready to get started.
Download the latest version of the **Online Application Request form**.



[Download the Online Application Request form](#)

Alternatively, return to the website and download from the [Online PVG Application Service webpage](#).

For more information on
Disclosure Services visit
volunteerscotland.net