

Online PVG Application Process Guidance Pack





Online Protecting Vulnerable Groups (PVG) Application Process Guidance Pack

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Stage 1

Deciding the level of check required

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:

- Application to Join
- Application to Update
- Existing Member

Stage 2

Completion of Online Application Request Web Form Organisation



Click here to access the Online Application Request Form

The [Online Application 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:

Select Request type:

Online Application Request

Select this option where this is the first time you are requesting a link for the applicant.

Please note Organisations can only request forms of the same request type.

Expired / New Link

Select this option where their link expires within the 7 days, or a new link is required.

Select how many forms you are requesting

A maximum of 10 can be requested.

Are you requesting a PVG Application form for yourself? If you are a Collator or Lead Signatory and there are no additional Signatories to request your disclosure application receive your certificate, you will need to send completed PVG Certificate Agreement form to disclosures@volunteerscotland.org.uk - Input link to PVG certificate result form.

• Application Type

Application to Join
Application to Update
Existing Member

• Title

• First name

• Middle name(s)

• 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.

• Applicant current home address

• Recruiting Organisation

Your organisation name, however if it is a registered secondary group or club then their name would go here.

• Position applied for

• Regulated Work Group

Children
Adults
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

• 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 3

Payment information

Organisation

- **Paid applications**

The applicant will make the payment when completing their application.

- **Volunteer applications**

Volunteer applications: No fee is required for volunteers within the voluntary sector.

Please 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

Requesting the link

Volunteer Scotland Disclosure Services

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.

Stage 5

Completion of Application Online

(Applicant)

The applicant will receive an email from Disclosure Scotland via disclosurescotland@notifications.service.gov.scot with their application link.

- Applicants will be informed in the email that they have 14 days (upon receiving the link) to complete the application.
- Applicants will receive a reminder from Disclosure Scotland at the above email address on days 9 and 12 of of the 14 days to complete form.
- 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 14 days.
- If a new link is required, please follow steps in stage 2 to complete a request for an Expired/ New Link

Once the applicant completes the application link, Disclosure Scotland will then carry out the necessary checks.

Please note we recommend adding our email disclosures@volunteerscotland.org.uk to your safe senders list to prevent emails from us falling into your junk/spam folder.

Stage 6

Completion

On full completion a paper certificate will be issued to the applicant (issued by Disclosure Scotland) and the organisation will receive an email certificate (Issued by Volunteer Scotland Disclosure Services).

Please note: Volunteer Scotland Disclosure Services will only issue paper certificates with additional information, all other certificates will be issued electronically via email.



For more information on
Disclosure Services visit
volunteerscotland.net