



Online Level 2 Application Process Guidance Pack



Stage 1

Deciding the level of check required

What level of check do you require?

Level 1 - Basic

Not available through Volunteer Scotland Disclosure Services.

Level 2

For those in Health, Care, Witnesses of Crime, Humane Destruction of Animals roles or work in a Prison.

Level 2 with Barred List Check

For prospective adoptive parent and those aged 16 or over residing in the same house as prospective adoptive parents, foster carers or host parents.

Stage 2

Level 2 Disclosure Application Request Form

[Click here to complete the level 2 request form](#)

Stage 3

Completing the application request web form

Organisation

The Signatory email address you provide in this section will result in an email for the following:

- Confirmation that you have successfully submitted an application request via the Volunteer Scotland Disclosure Services webform.
- Confirmation from Volunteer Scotland Disclosure Services that your application request has been processed along with the application reference number (Tnumber) OR returned for further information.
- Notification email from Disclosure Scotland to advise that the disclosure result is ready to view for your applicant.

Select how many forms you are requesting

A maximum of 5 can be requested, at any one time.

Please note: You must complete all applicant fields for the corresponding number of forms you are requesting.

For example, if you have selected 4 forms then you must complete all fields for the 4 applicants. You will not be able to move forward if all fields are not complete. If you have selected a higher or lower number of applications than you require, you will have to scroll up to the change the number you initially requested to allow you to continue.

Complete the request form with the applicant's information as follows:

Application type

Level 2:

- Any employment or work in a care service (registered with the care inspectorate) that is not a regulated role as defined in the PVG Act. (e.g administrator role in a care service).
- Any employment or work which is concerned with the provision of health services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of that person's normal duties and is not a regulated role as defined in the PVG Act.
- Any employment or work in a body concerned primarily with the provision of counselling or other support to individuals who are or appear to be victims of, or witnesses to, offences,
- and which involves having access to personal information about such individuals.
- Any employment or work in the Scottish Society for the Prevention of Cruelty to Animals where the person employed or working, as part of his or her duties, may carry out the killing of animals.
- Work in a prison.

Level 2 with Barred List check:

- Prospective adoptive parents.
- Someone aged 16 or over residing in the same house as prospective adoptive parents, foster carers or host parents.

Applicant Details

- First name
- Middle name(s)
- Surname
- Date of Birth

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 application link.

For example, if the applicant's 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.

Valid e-mail address

This is where the application link will be sent. If the email address is incorrect, the applicant will not receive their link. The email address should be unique to the applicant and not a shared email address.

Applicant full current home address and postcode

Where an applicant is homeless, please complete the address with 'No Fixed Abode' and include the area in which they stay' I.e., No fixed abode, Glasgow.

Position applied for

This should be the position the volunteer/ staff member will be undertaking for your organisation.

Select the group(s) the applicant will be working with

This will only be available to those who selected the 'Level 2 with Barred Check List'.

Children and/or Adults.

Disclosure Scotland will check if they're on the list of people barred from working with children, or the list of people barred from working with protected adults. They will also check if they're being considered for listing.

Volunteer?

Yes - Select 'Yes' when the applicant is in a volunteering role.

No - Select 'No' when the applicant is in a paid role.

Please note: For paid roles, payment is required when the applicant is completing their link.

If the organisation would normally pay for application(s), then we ask that you discuss the reimbursement of the payment with the applicant directly before they begin completing the form.

Fee: £25

ID verification

What ID documents have you checked? We require you to check at least one form of photographic ID and one form of address ID. A Photographic driving licence cannot be used for both.

Where an applicant has no photographic ID, you are required to check at least 2 forms of address ID and an additional ID document, e.g. birth certificate or marriage certificate.

Please note: A Disclosure result cannot be used for ID. Identification can be verified via Zoom, FaceTime etc. if your procedures allow this.

Submit application

Once you have submitted your application, you will receive a confirmation of submission email from Volunteer Scotland Disclosure Services confirming that your application has been received.

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 4

Requesting the applicant's 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 reference (Tnumber) which will be included in the applicant's link that is emailed to them directly.

Volunteer Scotland Disclosure Services will email the signatory to confirm when an application request has been processed and the link has been emailed to the applicant. This email will include the application reference number (Tnumber) for your applicant. You must record this number as you will require it, along with the applicant's DOB, to view the online disclosure result. You can download our [sample disclosure tracking form](#) to keep track of disclosure applications and collate disclosure information.

Stage 5

Completion of the 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 on days 5 and 12 of the 14 days to complete form.
- These emails may go to spam/junk folders so please make sure your applicant checks these folders regularly.
- If the applicant does not receive or complete the link, it will expire on the 14th day.
- If an additional link is required, please request a new application.

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

Stage 6

Completion of Disclosure Result

Sharing Disclosure Result – Applicant

On full completion, the applicant will be notified from Disclosure Scotland via disclosurescotland@notifications.service.gov.uk that their online disclosure result is ready to be viewed and shared.

Your applicant will either log in or create a Scot Account, view their disclosure result and consent to share this digitally.

Applicants will be able to share their disclosure result digitally with the organisation as many times as required within 14 days from the receipt of completion date. Applicants will receive a reminder to share their disclosure result 5 and 12 days after completion.

Viewing Disclosure Result – Organisation

Once your applicant shares their result with you, you will receive an email from Disclosure Scotland via disclosurescotland@notifications.service.gov.uk, stating that a disclosure result is ready to be viewed. The email will contain the applicant's

name and a link. Once you click the link you will be asked to confirm the applicant's DOB and reference number (Tnumber). Completing this correctly will give you access to the PVG disclosure result for 15 minutes. If you require more viewing time you will have to ask the applicant to share the disclosure result again.

Paper Results

There may be exceptional circumstances that cause Disclosure Scotland to print a paper result in replacement of a digital disclosure result. Volunteer Scotland Disclosure Services will issue the paper result to you via post or by telephone result.



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