**Online PVG Application Guidance Sheet: Applicants**

The process for submitting PVG applications has been updated and after your club submits a PVG registration form you will receive a link and you then enter all your personal details on the online PVG portal directly, removing the need for the completion of the paper PVG forms.

Below is the new process set out step by step, the steps that you must complete have been highlighted.

**The Online PVG Application process - 8 step start to finish:**

* **Step 1**: The club recruits applicant (coaches/volunteer who can be: paid or voluntary)
* **Step 2**: The Wellbeing & Protection Officer (WPO)/ID checker downloads and completes Online Application Request form and returns to Mountaineering Scotland at: PVGadmin@mountaineering.scot
* **Step 3**: The Mountaineering Scotland PVG Administrator checks the form, which is then sent to VSDS (or back to the club SO/ID checker if there are errors)
* **Step 4**: Disclosure Scotland's will send a link to the applicant to complete their online application
* **Step 5**: Applicant completes personal information via email link. Applicant information submitted directly to Disclosure Scotland. Applicant will have 7 days to complete this application
* **Step 6**: Disclosure checks undertaken by Disclosure Scotland
* **Step 7**: Certificate issued to Mountaineering Scotland and the applicant
* **Step 8**: Mountaineering Scotland check the PVG certificate for endorsements and advice the club about the suitability of the applicant to take up their role

**Completion of Application Online: Guidance for the Applicant**

* The applicant will receive an email with a link to the PVG portal from Disclosure Scotland via **disclosurescotland@notifications.service.gov.scot** the applicant has **7 days to complete** their application, before the link become invalid and the process must be re-started
* **The applicant should also check their junk inbox as the email might there.**
* 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 Mountaineering Scotland will receive a paper certificate.
* Mountaineering Scotland will be in touch with the clubs WPO/ID checker to confirm that the PVG is complete and discuss suitability of the applicant for the role if there are any endorsements on the PVG

**Payment information:**

* Volunteer roles – These continue to be processed free of charge.
* Paid roles – the PVG application has a fee of £56 for joining the scheme and £18 for an existing PVG member update, this fee is paid directly by you when entering your details on the portal. If this fee is covered by your club, please work with them directly regarding reimbursement.