Online PVG Application Service Guidance Pack

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.

We have provided some guidance below of the different stages of the process:

Stage 1 – Completion of Online Application Request Form (Organisation):

Complete the request form with the applicant's information:

- 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.
- 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
  - 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, face time etc if your procedures allow this.

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 (as per example shown in the template). A maximum of 10 applications per request template.
- The email subject heading must be completed with **Online Application(s) or Online Covid-19 Application(s).** You must also enter the number of application requests in the email header (e.g Online Applications X 7). 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.
- Save the template and email to [disclosures@volunteerscotland.org.uk.](mailto:disclosures@volunteerscotland.org.uk)

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 from Disclosure Scotland via disclosurescotland@notifications.service.gov.scot and be informed that they have 7 days to complete their application.
- **The applicant should also check their junk inbox as the email might there.**
- The applicant will receive an email reminder from Disclosure Scotland on day 5.
- If the applicant does not complete this within 7 days then a new application request must be submitted and the process starts again.
- 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.