

PVG Scheme Online

Guide for applicants

This is a guide to help applicants complete an online PVG scheme application. Please note that the existing PVG scheme online process is in Beta only.

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1. Introduction

This guide explains the process for making a PVG application online. It includes screenshots that show the processes for:

- someone requiring a Scheme Record Update – required for existing PVG members changing employer, or for employers requesting a record update

As a demonstration, some fields are already filled in the screenshots. However, all fields will be blank at the start of your application.

The online application process has two parts:

- Part 1 - to be completed by the CSG
- Part 2 - to be completed by you, as the applicant

You will receive an email from Disclosure Scotland which includes a link to complete your part of the application.

Thu 17/12/2020 19:03
DisclosureScotland <disclosurescotland@notifications.service.g
Disclosure Scotland: complete your application – T00010959
To ■ DS Ambassador Team Mailbox

 Scottish Government
Riaghaltas na h-Alba
gov.scot

**Your Disclosure Scotland Application –
T00010959**

Z has invited you to complete a Scheme Record Update in
relation to the following role:

Role: A

Organisation: Z

Application type: Scheme Record Update

Workforce(s): Protected Adults

**Payment: £18.00, to be paid by you by
credit or debit card**

Hello,

You have 7 days to follow the link below to complete your
application.

Link: [https://applicant.apply-ft.env-cc.net/existing?
token=oWPOftzCyxHUZ-MmPhv_38RKTSe6rCi_vrsKr458hk=](https://applicant.apply-ft.env-cc.net/existing?token=oWPOftzCyxHUZ-MmPhv_38RKTSe6rCi_vrsKr458hk=)

The link will expire 7 days from the date of this email. You will not
be able to complete your application once the link expires.

Not expecting this email?

If you were not expecting this email, please contact Disclosure
Scotland by:

- emailing response@disclosurescotland.gov.scot

Kind regards

Customer Services Team, Disclosure Scotland

[OFFICIAL]

This email will contain the case reference. Please keep a note of this reference for future queries. It will also include details of the role, organisation, application type and workforce entered by the countersignatory. There is a unique link in the email which will take you to your online application.

The link will only work for seven days from the date of the email.

Once you have completed your part and submitted it to Disclosure Scotland, the countersignatory will receive an email confirmation.

If you have provided a valid email address you will receive an email confirmation.



Fri 18/12/2020 15:01

DisclosureScotland <disclosurescotland@notifications.service.g

Disclosure Scotland: your application has been submitted – T00009569

To ■ DS Ambassador Team Mailbox



Scottish Government
Riaghaltas na h-Alba
gov.scot

Your Disclosure Scotland Application – T00009569

Thank you for submitting your Disclosure Scotland application in relation to the following role:

Role: test

Organisation: testOrg

Application Type: Scheme Record Update

Workforce(s): Children

Payment: Already paid for by your employer

What happens next?

Disclosure Scotland will now start processing your application.

If further information is required to assist in processing the application Disclosure Scotland will contact you.

If you were not expecting this email or do not think that it is for you, then please contact Disclosure Scotland at response@disclosurescotland.gov.scot

Kind regards

Customer Services Team, Disclosure Scotland

[OFFICIAL]

2. Apply for an Existing Scheme Record Update

These screenshots show the online application process for applying for a Scheme Record Update.

Apply for a Scheme Record update

This screen shows what product you are applying for and explains that you will need your PVG scheme number before you start the application.

If you are responsible for paying for the application, there will be additional payment details displayed under the heading 'paying for this application'.

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SCOTLAND

Apply for Scheme Record Update **BETA**

Apply for an Existing Scheme Record Update

As an existing member of the Protecting Vulnerable Groups scheme (PVG scheme) you need to complete a Scheme Record Update.

About Scheme Record Updates

A Scheme Record Update is issued when:

- a PVG scheme member changes employer
- an employer requests a record update for a PVG scheme member

Before you start

To complete this form, you will need:

- your **PVG scheme membership number that's on your PVG certificate**
- your **National Insurance number** (if you have one)
- your **passport number** (if you have one)
- your **driving licence number** (if you have one, this can be full or provisional)
- your **regulatory body number, if you are a member of a regulatory body** (e.g SSSC)

i Please note that you won't be able to save this application and return to it. Please have the information listed above ready before starting your application.

Apply now >

Need help?

If you don't have these details, or need help with any other part of the application process, you can speak to someone at Disclosure Scotland. To do so:

- call **0300 020 0040** (calls charged at a standard rate, [find out more about charges](#))
- email response@disclosurescotland.gov.scot

Your personal information

This screen details how Disclosure Scotland will use your personal information. To progress with the application, you need to select the checkbox to give your permission to Disclosure Scotland to keep and share your personal information for the purposes described.

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Apply for Scheme Record Update **BETA**

Your personal information

Disclosure Scotland:

- will use the information you give us to process your application
- will use this information and any other relevant information to prevent or detect crime, to apprehend and prosecute offenders, and to safeguard children and protected adults, and for other related purposes
- will only keep the data for as long as it's needed to fulfil these purposes
- may pass the information it holds about you to other Government departments or organisations, the police and other law enforcement agencies
- will regularly check the information it holds about you

You can read our [privacy statement](#) for more information on how we use, keep and share your personal information.

I give Disclosure Scotland permission to keep and share my personal information for these purposes

[← Back](#) [Continue →](#)

Check application details

This screen will show you the details of the position that the countersignatory has completed on your behalf.

These details cannot be edited. If these details are incorrect, please contact your countersignatory.

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Apply for Scheme Record Update **BETA**

Check application details

Check the details for this position are correct before you apply. If there are any errors, please contact the person who sent you this application.

Position details

Position applied for	SAMPLE
Working for	SAMPLE
Application type	Existing Scheme Record Update
Working with	Children

i This information has been supplied by the organisation you will be working for. If the details are incorrect, you must contact the organisation.

[< Back](#) [Continue >](#)

Your PVG scheme number

On this screen it asks you to enter your PVG scheme number. This can be found on your PVG certificate. It is a 16 digit reference, for example: **1234 5678 1234 5678**

If you do not know your number, please contact Disclosure Scotland.

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Apply for Scheme Record Update **BETA**

Your PVG scheme number

Please enter your PVG scheme number. You'll find this on your PVG scheme certificate. If you don't know your number, contact Disclosure Scotland on **0300 020 0040**.

Please enter your **PVG** scheme number (it's a 16 digit number)

[< Back](#) [Continue >](#)

Your full name and previous names

On this screen, please enter your full name including any middle names. Please do not use initials.

If you're transgender or non-binary, and concerned about completing the form, please read the advice on the linked page.

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Apply for Scheme Record Update **BETA**

Your full name and previous names

Please enter your full name, including any middle names. Please do not use initials.

If you're transgender or non-binary and are concerned about completing this form, read the advice on the ['Information for transgender disclosure applicants'](#) page.

Title

Select your title

First name

Middle names (only leave this empty if you have no middle names)

Last name

Have you ever been known by a name that's different to the one you use now?

If you have changed your name - through marriage, civil partnership or for any other reason - then we need to know about it so we can accurately check your criminal record.

These names will only be used for this purpose and will not be shared.

No

Yes

Have you ever been known by a name that's different to the one you use now?

If you have changed your name - through marriage, civil partnership or for any other reason - then we need to know about it so we can accurately check your criminal record.

These names will only be used for this purpose and will not be shared.

No

Yes

Other name

Previous first name

Previous middle names (only leave this empty if you have no middle names)

Previous surname

[✕ Remove](#)

[+ Add an additional name](#)

[< Back](#)

[Continue >](#)

Your date of birth

Enter your date of birth on this screen. If you don't know your date of birth, use the one on official documents, such as your passport or driving licence.

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Apply for Scheme Record Update **BETA**

Your date of birth

If you don't know your date of birth, use the one on official documents, such as your passport or driving licence.

For example, 05 04 1983

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your contact details

On this screen enter a valid email address and contact telephone numbers.

We may need to contact you to help process your application so please provide as many contact details as you can.

It may slow down your application if you do not provide both an email address and telephone number.

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Apply for Scheme Record Update **BETA**

Your contact details

We may need to contact you whilst we process your application. Please provide both a phone number and an email address - it may slow down your application if you don't.

Email address (this can be any email address that you check frequently)

Mobile telephone number (optional)

Landline telephone number (optional)

[< Back](#) [Continue >](#)

Your current address

Please provide your current address and the month and year you moved there.

You can enter your postcode and select 'Find UK address' - this will display a list of addresses in your postcode, select the correct address from the list.

Alternatively, you can select the blue link below and enter your address manually.

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Apply for Scheme Record Update **BETA**

Your current address

Please tell us your current address and the month and year you moved there.

Postcode

FIND UK ADDRESS

[Enter address manually](#)

< Back **Continue >**

Once you have selected your address or entered it manually, you will be asked 'When did you move here?'. Enter the month and year your moved to that address.

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Apply for Scheme Record Update **BETA**

Your current address

Please tell us your current address and the month and year you moved there.

Postcode

FIND UK ADDRESS

Please select your address

Disclosure Scotland,

Address line one

Address line two (optional)

City/town

County/province (optional)

Country

Postcode

When did you move here?
For example, 09 2015.

Month **Year**

[Enter address manually](#)

National Insurance Number

This screen asks if you have a National Insurance number. Please provide this information if you have it. It will help us progress your application.

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Apply for Scheme Record Update **BETA**

National Insurance Number

Please let us know if you have a National Insurance (NI) number. It will help us process your application.

[▶ Where can I find my NI number?](#)

Do you have a National Insurance Number?

No

Yes

Selecting 'Yes' will present a field for you to enter your National Insurance number.

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Apply for Scheme Record Update **BETA**

National Insurance Number

Please let us know if you have a National Insurance (NI) number. It will help us process your application.

[▶ Where can I find my NI number?](#)

Do you have a National Insurance Number?

No

Yes

National Insurance Number (for example, JM 76 27 87 A)

[< Back](#)

[Continue >](#)

Passport

This screen asks if you have a passport.

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Apply for Scheme Record Update **BETA**

Do you have a passport?

No

Yes

[< Back](#) [Continue >](#)

Selecting 'Yes' will present a field for you to enter your passport number.

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Apply for Scheme Record Update **BETA**

Do you have a passport?

No

Yes

Country of issue

Select a country

Passport number

Driving Licence

This screen asks if you have a driving licence.

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Apply for Scheme Record Update **BETA**

Do you have a driving licence?

This can be full or provisional.

No

Yes

[< Back](#) [Continue >](#)

Selecting 'Yes' will present a field for you to enter your driving licence number.

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Apply for Scheme Record Update **BETA**

Do you have a driving licence?

This can be full or provisional.

No

Yes

Country of issue

Select a country

Driving Licence number

< Back

Continue >

Regulatory body details

This screen asks if you're a member of any of the regulatory bodies listed.

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Apply for Scheme Record Update **BETA**

Regulatory Body details

Using the list below, please tell us if you're a member of any regulatory body. For example, the General Medical Council, which regulates doctors working in the UK.

Please select all regulatory bodies that apply. You can be a member of more than one body.

Please select all Regulatory Bodies you are a member of

- Care Inspectorate
- General Chiropractic Council
- General Dental Council
- General Medical Council
- General Optical Council
- General Osteopathic Council
- General Teaching Council for Scotland
- Health and Care Professions Council
- Nursing and Midwifery Council
- General Pharmaceutical Council
- Scottish Social Services Council
- I am not a member of any of these Regulatory Bodies

Selecting one of the regulatory bodies will present a field for you to enter your regulatory body registration number.

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Apply for Scheme Record Update **BETA**

Regulatory Body details

Using the list below, please tell us if you're a member of any regulatory body. For example, the General Medical Council, which regulates doctors working in the UK.

Please select all regulatory bodies that apply. You can be a member of more than one body.

Please select all Regulatory Bodies you are a member of

Care Inspectorate

Registration number (for example, AB1234567890)

General Chiropractic Council

General Dental Council

General Medical Council

General Optical Council

General Osteopathic Council

General Teaching Council for Scotland

Health and Care Professions Council

Nursing and Midwifery Council

General Pharmaceutical Council

Scottish Social Services Council

I am not a member of any of these Regulatory Bodies

Review your application

This screen gives you the opportunity to check your answers and make sure they are correct. If you need to change any of your details, change them at this stage by selecting the blue 'change' link at the right of the screen.

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Apply for Scheme Record Update **BETA**

Review your application

Please make sure your answers are complete and correct.

Position details

Position applied for	SAMPLE	
Working for	SAMPLE	
Application type	Existing Scheme Record Update	
Working with	Children	

Personal details

Name	Ms SAMPLE SAMPLE SAMPLE	Change
Previous names	You have always been known by the same name	Change
Date of birth	01 January 1998	Change
PVG scheme number	1111222233334444	Change

Contact details

Email address	DSAmbassadorTeam@disclosurescotland.gov.scot	Change
Mobile telephone number	Not provided	Change
Landline telephone number	Not provided	Change

Address details

Current address	Disclosure Scotland A Place Child	Change
-----------------	--------------------------------------	------------------------

Your identifying information

National Insurance number	Not provided	Change
Passport	Not provided	Change
Driving licence	Not provided	Change

Regulatory Body membership

Regulatory Body	None	Change
-----------------	------	------------------------

[Back](#) [Continue](#)

Declaration

This screen is the declaration. By selecting the checkbox you are declaring that the information you have given is complete and correct, and you understand that to knowingly make a false statement in this application is a criminal offence. You are declaring that you will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

You need to select the checkbox before you can continue with the application.

Disclosure SCOTLAND Apply for Scheme Record Update BETA

Declaration

I request that a disclosure record be issued to the persons specified in this application in relation to the type(s) of regulated work specified. I understand the following:

- Disclosure Scotland will use the information I have given to verify my identity and to check and process my application. Disclosure Scotland will use this information and any other information relating to my Scheme membership for the purposes of the Scheme, for the prevention or detection of crime and for other related purposes. Disclosure Scotland will continuously monitor and update the information it holds about me.
- Disclosure Scotland may pass the information it holds about me to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the Scheme, the prevention and detection of crime, the apprehension and prosecution of offenders and for other related purposes.

I declare that the information I have given is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

I agree

< BackSubmit >

Paying for this application

You will be taken to this screen if your organisation selected the option where you are responsible for paying for the application by card. If not, you will be directed to the page - [Thank you for starting this application](#)

This screen explains that payment will be taken through GOV.UK Pay and also has a link to further information on refunds. Selecting 'continue' will take you to the GOV.UK pay screen.

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Apply for Scheme Record Update BETA

Paying for this application

Payment is taken through GOV.UK Pay. This is a secure government payment system. Please have your card details ready before proceeding.

What happens if I need a refund?

You can find Information regarding application refunds on mygov.scot/disclosure-refunds.

[← Back](#) [Continue →](#)

This screen is where you will enter you card details.

 **Disclosure Scotland Payments**

Enter card details

Card number

 

Accepted credit and debit card types

Expiry date
For example, 10/22

Month Year

 /

Name on card

Card security code
The last 3 digits on the back of the card

 

Billing address
This is the address associated with the card

Country or territory

Building number or name and street

Town or city

Postcode

Payment summary

T00010888 Scheme Record Update

Total amount:
£18.00

This screen asks you to confirm your payment. Select 'Confirm payment' to complete application and payment.

GOV.UK Disclosure Scotland Payments

Confirm your payment

Card number5100
Expiry date	10/22
Name on card	sample sample
Billing address	sample, sample, sample, xx1 1xx, United Kingdom
Confirmation email	sample@sample.co.uk

[Confirm payment](#)

[Cancel payment](#)

Payment summary

T00010888 Scheme Record Update

Total amount:
£18.00

Upon successful payment you will receive a notification to the email address entered on the Disclosure Scotland payment screen.

Wed 16/12/2020 19:36

GOV.UK Pay <gov.uk.pay@notifications.service.gov.uk>
Your payment of £18.00 to Disclosure Scotland Payments was successful

To

GOV.UK

Your payment of £18.00 to Disclosure Scotland Payments was successful

Payment for: T00010890 Scheme Record Update
Reference: T00010890
Date of payment: 16 December 2020 – 19:35:35

IMPORTANT: For email applications please:
Keep this email, it's your proof of purchase.
Add the payment reference number found at the top of this email to your application form.
Send the completed application form to disclosure-applications@disclosurescotland.gov.scot.
Once we receive your email application we will:
contact you if we need more information
process your application once it's complete and post your certificate
If you're applying through the PVG scheme online portal, please keep this email as it's your proof of purchase.
This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.

Thank you for your application

This is your confirmation screen. It lets you know you have successfully submitted your application to Disclosure Scotland.

It will show your unique reference number relating to your application. Please take a note of the reference number as this may be needed in the future.

It also explains what happens next and provides you with contact details for Disclosure Scotland.

There is an opportunity for you to provide feedback on the service.

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Apply for Scheme Record Update **BETA**

Thank you for your application

Your application has been submitted to Disclosure Scotland. Please take a note of the reference number as this may be needed in the future.

Your reference number:

T00011511

What happens next?

1. Disclosure Scotland will process your application
2. Disclosure Scotland will inform you of the outcome

Get help

To check the status of your application, please contact the organisation that invited you to apply.

To speak to someone at Disclosure Scotland:

- call **0300 020 0040** (calls charged at a standard rate, [find out more about charges](#))
- email response@disclosurescotland.gov.scot

Give Feedback

Overall, how do you feel about the service you have experienced today?

Very Satisfied

Satisfied

Neither satisfied nor dissatisfied

Dissatisfied

Very dissatisfied

Send Feedback >