

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:

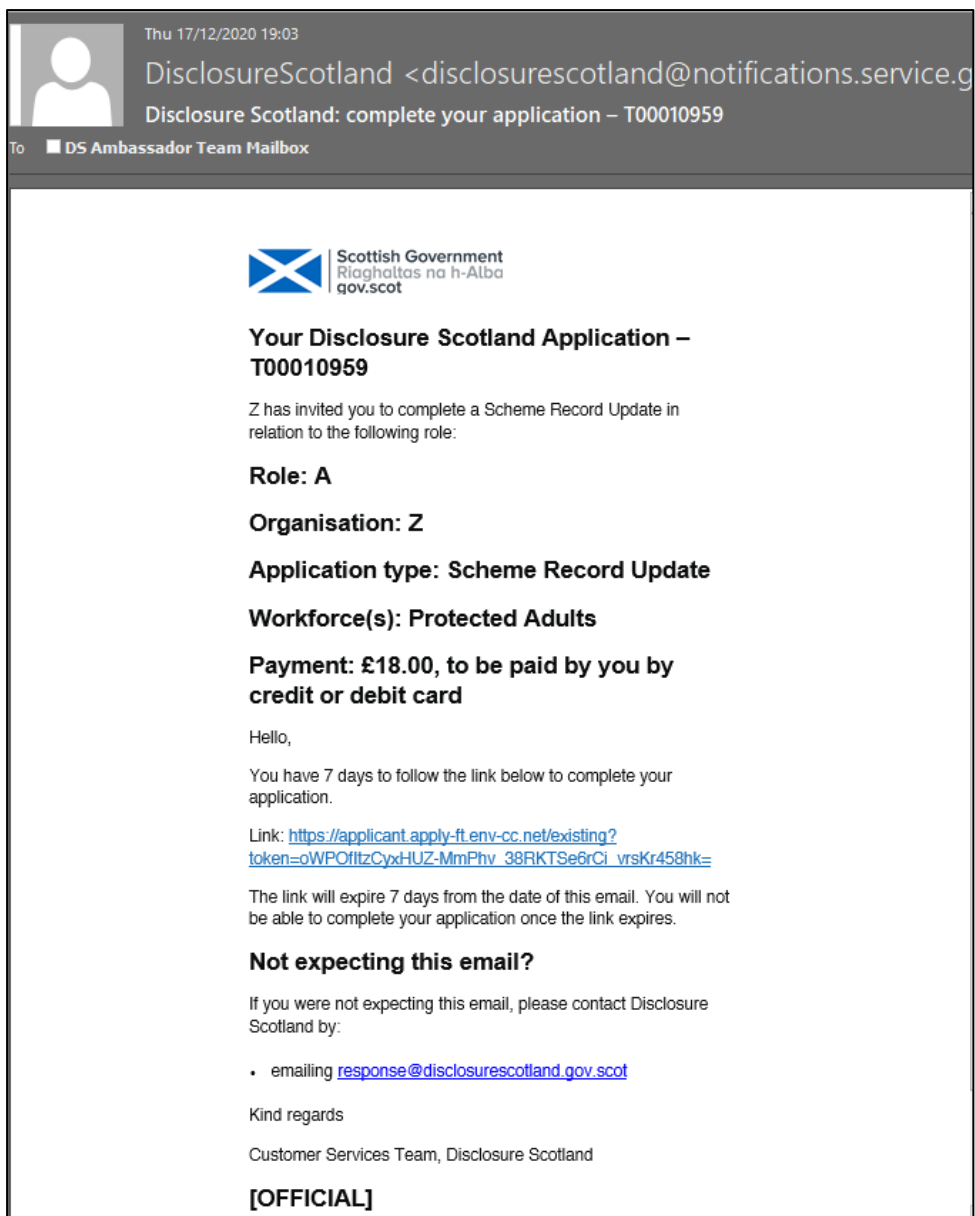
- someone joining the PVG scheme – required for all new applicants joining the scheme

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.



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. Scheme Record for joining the PVG scheme

These screenshots show the process for applying online to join the PVG scheme.

Apply to join the PVG scheme

This screen shows the product you are applying for and the identification details you will need to complete 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'.



Application for PVG scheme BETA

Apply to join the Protecting Vulnerable Groups scheme (PVG scheme)

The PVG scheme is a membership scheme managed by Disclosure Scotland

About the PVG scheme

Before you apply, it's important you know what it means to be a member. You can find full details of the scheme [here](#), but the main points are listed below.


Joining the PVG scheme means:

- Disclosure Scotland will access your criminal record (if you have one)
- Disclosure Scotland will share details of this record with the organisation you apply to work for
- Disclosure Scotland will keep checking your record unless you leave the scheme

Before you start

To complete this application, you will need:

- details of your address history for the last 5 years (month and year)
- 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)

 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 we will use your personal information. To progress with the application, select the checkbox to give permission to Disclosure Scotland to keep and share your personal information for the purposes described.



Application for PVG scheme 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 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, not Disclosure Scotland.

If you are paying for your application, your employer will have selected the option for you to pay by card. The payment details will be selected as '£59 payable by yourself'




Application for PVG scheme 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	Scheme Record
Working with	Children



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


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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 are concerned about completing the form, please read the advice on the linked page.




Application for PVG scheme 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

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Continue 

If you were previously known by another name, selecting 'Yes' will present additional fields for you to enter these other names.

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 mother's maiden name

Enter your mother's maiden name on this screen. This should be the surname given to your mother at the time of her birth. Please don't include any first or middle names.

If you were adopted, you can use your adoptive mother's maiden name if you prefer.




Application for PVG scheme BETA


Your mother's maiden name

Please tell us your mother's maiden name. This should be the surname given to her at birth. It is not a first name or a middle name so please don't include those.

If you were adopted, you can use your adopted mother's maiden name.


Mother's maiden name or family name

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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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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"/>

< Back

Continue >


Your gender

Select your gender on this screen. If you're transgender or non-binary, and concerned about completing this part, please read the advice on the linked page.

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Your gender

Please enter the gender you identify as. If you're transgender or non-binary and are concerned about completing this form, read the advice on [this page](#) .

☐ Female

☐ Male


 **Back**

Continue 

Your place of birth

Enter your place of birth on this screen.

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



Application for PVG scheme BETA


Your place of birth


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

Town of birth (such as a town, city or province)

Country of birth

Select a country ▼


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Continue 

Your nationality

Select your nationality on this screen.

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



Application for PVG scheme BETA


Your nationality


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

☐ British (including Scottish, English, Welsh and Northern Irish)

☐ Irish

☐ Citizen of another country

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Continue 

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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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 address history


This screen explains what we need to know about your address history.

We need to know where you have lived for the past five years.

If you have been a student during this time, enter all your term and vacation addresses.

If you have lived in emergency accommodation, please enter the name of the shelter you were living in.

If you have spent time travelling during this time, please tell us what town and country you were in.



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Your address history


The following questions are about your address history.


We need to know where you have lived since February 2016, with no gaps. You'll need to tell us both the month and year you moved into each property.

If you have been a student during this time, please enter all of your term-time and vacation addresses.

If you have lived in emergency accommodation during this time, please enter the name of the shelter you were living in.

If you have spent time travelling during this time, please tell us what town and country you were in.

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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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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 you moved to that address.



Application for **PVG** scheme 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

Disclosure Scotland

Address line two (optional)

City/town

GLASGOW

County/province (optional)

Lanarkshire

Country

United Kingdom

Postcode

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

Month Year

[Enter address manually](#)

< Back

Continue >

If you have given a five year address history, it will advise your address history is complete.

If you have not given a five year address history, it will ask you to update your address history before you can move on with the application.

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Application for PVG scheme

BETA

Your address history is complete

You've given us your complete address history for the last 5 years. Please check and confirm these details before proceeding.

Your address	From	To	
Disclosure Scotland,	Jan 1999	Now	Edit Delete

<


Back

Continue

>

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.



Application for PVG scheme 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

 Back

Continue 

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



Application for PVG scheme 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)

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Continue 

Passport

This screen asks if you have a passport.


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Do you have a passport?

☐ No

☐ Yes

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Continue 

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

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Do you have a passport?

☐ No

☒ Yes

Country of issue

Select a country

Passport number

< Back

Continue >

Driving licence

This screen asks if you have a driving licence.

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Do you have a driving licence?

This can be full or provisional.

☐ No

☐ Yes

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Continue 

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

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Application for PVG scheme 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.



Application for PVG scheme 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

 Back

Continue 

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

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




Back

Continue



Check your answers

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 on the right of the screen.



Application for PVG scheme BETA

Check your answers

Make sure your answers are complete and correct. If you need to change any of your details, change them at this stage.

About you

Name	Ms SAMPLE SAMPLE SAMPLE	Change
Previous names	You have always been known by the same name	Change
Mother's maiden name	SAMPLE	Change
Date of birth	01 January 1998	Change
Gender	Female	Change
Place of birth	GLASGOW, United Kingdom	Change
Nationality	United Kingdom	Change

Contact details

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

Address history

Current address	Disclosure Scotland 2 Pacific Quay Glasgow G2 8PU Glasgow, Scotland Glasgow, Scotland From January 1999 - now	Change
Previous addresses	None	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 [Next](#)

Declaration

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

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



Application for PVG scheme BETA


Declaration


I apply to join the Scheme under the Protection of Vulnerable Groups (Scotland) Act 2007 ('Scheme'). 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


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Submit 

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 more information on refunds. Selecting 'continue' will take you to the GOV.UK pay screen.





Application for PVG Scheme BETA

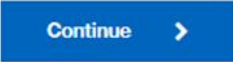
Paying for this application

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

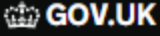
What happens if I need a refund?

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







This screen is where you will enter you card details.

**GOV.UK**

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

Contact details

We'll send your payment confirmation here

Email

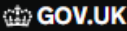
[Cancel payment](#)

Payment summary

T00010878 Scheme Record (Join)

Total amount:
£59.00

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

 Disclosure Scotland Payments

Confirm your payment

Card number1111
Expiry date	10/22
Name on card	test Test
Billing address	1, pacofc quay, glsagow, g51 1dz, United Kingdom
Confirmation email	sample@sample


[Confirm payment](#)
[Cancel payment](#)

Payment summary


T00010878 Scheme Record (Join)

Total amount:
£59.00

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

 Wed 16/12/2020 18:48
GOV.UK Pay <gov.uk.pay@notifications.service.gov.uk>
Your payment of £59.00 to Disclosure Scotland Payments was successful

To



Your payment of £59.00 to Disclosure Scotland Payments was successful

Payment for: T00010878 Scheme Record (Join)
Reference: T00010878
Date of payment: 16 December 2020 – 18:43:28

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 it may be needed in the future.

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

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



Application for PVG scheme 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:

T00011512

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

>

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

