



Club Coach/Volunteer - PVG Application Process

1. Request a PVG application form from your club's Wellbeing Protection Officer
2. WPO will require the following information
 - Title
 - First name
 - Middle name
 - Surname
 - Date of Birth
 - Valid e-mail address, this is where your application link will be sent.
If the email address is incorrect you will not receive the link.
 - 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 Online PVG Application
 - Wellbeing Protection Officer
 - Club Coach
 - Junior Coaches Assistant
 - General Volunteer
 - WPO will require 3 forms of identity documents
 - 1 x photographic
 - 1 x current home address
 - 1 x other
3. Application form will be sent from Disclosure Services direct to your email address (**please check junk/spam mail**)
4. Completion of Application Online (Applicant): You will receive an email from Disclosure Scotland via disclosurescotland@notifications.service.gov.scot you have 7 days to complete the application.
 - If you do not complete this within 7 days, then a new application request must be submit and the process starts again
 - Once you complete this information, the normal checking process will be run to check suitability and issue the appropriate information
 - You will receive a paper certificate to your home address