**SWF Online PVG Application Process Map**

Club Secretary or Child Wellbeing & Protection Officer (CWPO) sends prospective official PVG Request Form

Certificates issued to Volunteer Scotland and the applicant. Volunteer Scotland then forward on the certificates to SWF

Club Secretary or CWPO sends the completed PVG Request Form and ID to [childwellbeing@scotwomensfootball.com](mailto:childwellbeing@scotwomensfootball.com) mm

Applicant completes the form and sends the completed form and 3 forms of ID to the Club Secretary or CWPO

Link is now invalid and applicant must resubmit the PVG request form and ID to the club secretary or CWPO and process starts over again

Disclosure Checks undertaken by Disclosure Scotland

No

Yes

Official completes the application **within the 7 days**

A link is automatically generated and sent to the applicant to complete the application process **within 7 days**

Volunteer Scotland inputs the data into the PVG online application portal

SWF completes the VSDS online application request form and submits to Volunteer Scotland