

**Online PVG Applications | Guidance Notes**

To complete an online PVG application you must have a valid email address.

Once you have submitted your PVG Application Request Form to SWF you will receive an email from Volunteer Scotland with a link to complete an online form for Disclosure Scotland. You must complete the application via the link **within 7 days of receipt.**

The online application will be quicker and more efficient than previous applications and we can expect volunteers to receive their certificates within 4 -6 weeks of completing the online form.

We have developed some guidance to help clubs and officials to complete this process. All other aspects of the Safe Selection process should be carried out by the club as previously advised.

Please ensure that you complete the online PVG application request form carefully.

To complete an online PVG application please follow the steps below:

**Step 1**

Club Secretary or Child Wellbeing & Protection Officer (CWPO) should send ‘PVG Application Request Form’ to new official undertaking any regulated role. The PVG Application Request Form can be downloaded by clicking [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fscotwomensfootball.com%2Fwp-content%2Fuploads%2F2024%2F03%2FOnline-PVG-Application-Request-Form-v2.docx&wdOrigin=BROWSELINK).

All officials must be added on to [Scottish Women’s Football (SWF) Administration Site](https://www.scottishfalive.co.uk/swf/login.cfm) **before** a PVG Application Request Form is submitted to SWF.

**Step 2**

The officials should complete the form and return to the Club Secretary or CWPO along with 3 forms of ID, one of which must be photographic. E.g. Passport, photo card driver licence, utility bill, council tax. NB. Any letters/utility bills etc. must be dated within 3 months of PVG application.

Please ensure that the address on ID submitted matches the applicant’s current address.

**Step 3**

Club Secretary or CWPO emails completed form and the copies of ID to pvg@scotwomensfootball.com

Club Secretary or CWPO must include the following information in the email:

*Subject line* – PVG Application Request Form (Official Name) (Club Name)

The body of the email must include the following declaration:

*“Dear SWF*

*I can confirm that this official agrees to you submitting the attached PVG Application Request Form. The official is aware that they must complete the application via a link sent to them directly from Volunteer Scotland. Failure to complete the PVG application online, within the prescribed timeframe, will result in the official’s application being cancelled and shall be removed from SWF.*

*This email is verification of their ID.*

*Regards”*

**\*Please note you should send one application request per email.**

**Step 4**

SWF will send the PVG Application Request Form to Volunteer Scotland.

**Step 5**

Volunteer Scotland Disclosure Service input data provided by SWF to Disclosure Scotland’s PVG Online Application Portal.

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.

Example

Your Disclosure Scotland Application Code – *T004421102*

*Scottish Women’s Football* has invited you to complete a *Scheme Record (Join*) in relation to the following role: *Youth Coach*

Workforce(s): *Children*

Payment: *Free as the applicant is a volunteer performing regulated work*

**Step 6**

Disclosure Scotland’s automatically generated link will be sent to the applicant – **Applicant will have 7 days to complete this link.**

**Step 7**

Applicant completes personal information via email link. Applicant information submitted directly to Disclosure Scotland.

**Step 8**

Disclosure checks undertaken by Disclosure Scotland.

**Step 9**

Certificate issued to VSDS and the applicant.

**Step 10**

VSDS issue certificate to organisation

**Please note that SWF officials should not take part in any SWF activity until the official, Club Secretary and CWPO receives written confirmation from SWF that their official application has been approved.**

The online service will speed up the process for receiving a PVG certificate. It is the responsibility of the applicant to access the application form via the link and complete this within 7 days of the link being sent to them.

**If the link expires they will not be able to request another one. The CWPO must email** **childwellbeing@scotwomensfootball.com** **with the subject heading ‘Expired Link’ and resend the application.**