

## Online PVG Application Guidance Pack: Applicants

The process for submitting PVG applications has moved online. After your club submits a PVG registration form for your application, you will receive a link to the online PVG Portal – here you will enter all of your personal details directly, removing the need for paper PVG forms.

### Completion of Application Online: Guidance for the Applicant

- **Step 1:** You accept a regulated role with the club (paid or voluntary) Please be aware you cannot begin your role until your PVG is complete
- **Step 2:** Your club's wellbeing and protection officer (WPO) will complete a PVG request form with you and will check your ID, the minimum ID required is:
  - One document with a photograph and
  - One document with your current home address (this document must be issued within the last 3 months).

Where photographic ID is not available, please provide 2 items which confirm your address and 1 other form of ID, i.e. birth certificate, bank statement and phone bill

- **Step 3:** The form is then sent by your Club WPO to Scottish Swimming who will complete the appropriate checks and then submit the form to Volunteer Scotland
- **Step 4:** You will then receive an email from Disclosure Scotland via [disclosurescotland@notifications.service.gov.scot](mailto:disclosurescotland@notifications.service.gov.scot) with a link to your online application (if you do not receive the link please also check your junk email) **You will then have 7 days to complete your online application.** If you do not complete the form in 7 days your club's wellbeing and protection officer will need to submit a new PVG request form.
- **Step 5:** You will complete the online application and submit it. If you need help completing your form please refer to Disclosure Scotland's guidance notes – <https://www.scottishswimming.com/media/3344841/4-Disclosure-Scotland-PVG-Online-Applicant-Guide.pdf>
- **Step 6:** You will received a confirmation email when your application is submitted
- **Step 7:** Disclosure Scotland carries out criminal record checks and gathers other relevant information.
- **Step 8:** A paper PVG certificate is issued to yourself and Scottish Swimming
- **Step 9:** Scottish swimming check the certificate for endorsements and advise the club if you are free to take up your role and the PVG on azolve is then marked as complete. (If your PVG is returned with an endorsement then we would advise you contact your club WPO. If you have not already declared any relevant endorsements on your self-declaration then this will need to be updated. Not all endorsements are relevant and your club WPO will liaise with Scottish Swimming and will be in touch if they require further information.)



**Scottish  
Swimming**

## **Payment information:**

- Volunteer applications – Free of charge
- Paid roles – £59 for joining the scheme; £18 for an existing PVG member update.

This fee is paid directly by you when entering your details on the portal. If this fee is covered by your club please work with them directly regarding reimbursement.