



PVG Application Form

To be completed by PSC & returned to safeguardingsecretary@rcdai.org.uk

Application Details:

- First Name
- Middle Name(s)
- Surname

The name you provide for each applicant should be their current full name. This should be the name the applicant would complete when filling in their PVG link.

- Date of Birth
- Email Address & UK Mobile Number

This is the where the application link will be sent. If the email address is incorrect, they will not receive the link. The email address should be unique to the applicant and not a shared email address. If an applicant DOES NOT have a UK mobile number, please speak with the Safeguarding Secretary who will advise.

- Current Home Address
- Position Applied for
- ID Verification Seen

We require you to check at least one form of photographic ID and one form of address ID. These must be separate documents. Where an applicant has no photographic ID, you are required to check at least 2 forms of address ID and an additional ID document, e.g. birth certificate or marriage certificate.

- Application Type

SRJ - - required for new applicants joining the PVG scheme.

SRU - required for existing PVG members still working with the same workforce. (5 year renewals)

EXSR - required for existing PVG scheme members applying to change/add workforce to their record. (Volunteer for Children's Liturgy becoming a PSC/Deacon becoming a Priest)

Once the application has been actioned the applicant will receive an email from Disclosure Scotland with an online link to complete their application. This comes with a 14-day expiry period, with a reminder being sent on day 5. If the applicant hasn't got their link in their inbox, please advise them to check their junk/spam folder.

