



## Scottish Indoor Bowling Association

### 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 o 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](mailto: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 submitted 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