



Online PVG applications guidance

You can now complete your Scottish PVG application online. In addition to completing a PVG application individuals must also apply for Woodcraft Folk membership at www.woodcraft.org.uk/join or complete a paper form.

The Digital Routine Application is a very easy 4 step process. This guidance document is for both applicants and Membership Secretaries.

Step 1: Click the link below to be taken to application form applicable to you:

[Existing members of the PVG Scheme](#) - To be completed by applicants who are already members of the PVG scheme and have a membership number. ***Fill in the following sections in full:***

1. **About you, the individual**
2. **Your contact details**
3. **Regulatory body details**

[To join the PVG scheme](#) - To be completed by applicants that are new to the PVG scheme. ***Fill in the following sections in full:***

1. **About you, the individual**
2. **Your contact details**
3. **Your current address**
4. **Your previous address - 5 year address history (if applicable)**
5. **Regulatory body details**

Step 2: Once you've completed your form you'll need to download your application form and forward it on to your local Membership Secretary who will arrange to meet with you face to face or virtually, witness your ID documents and complete the relevant section of the form electronically.

If you're not sure who is your local Membership Secretary, please contact the Membership & Groups Officer at info@woodcraft.org.uk.

Step 3. Membership Secretaries complete only the ‘Confirmation of identity’ section of the form. Guidance on ID checking can be found at <https://woodcraft.org.uk/resources/pvg-disclosure-forms-scotland-only>.

Step 4: Membership Secretaries must then email the completed online version of the PVG form to Membership and Groups Officer by the local Membership Secretary at membership@woodcraft.org.uk so that it can be:

- 1) Checked for errors**
- 2) Countersigned**
- 3) Sent off to Disclosure Scotland for processing**

Important Notes

All applicants and Membership Secretaries should bear in mind the following:

- PVG applications are free of charge for volunteers. Please ignore the payment section on the form.
- If you've already submitted a paper application form please do not complete an electronic version.
- You must have your ID witnessed by your Membership Secretary before forwarding your application to the Membership Officer for countersignatory.
- If we discover an error on your form we will contact you by email or telephone to rectify this.
- Applicants will receive their certificate by post as normal.
- Membership Secretaries can find out the results of a PVG application by going to our Groop Membership database or contacting membership@woodcraft.org.uk.

Support available

There are several support options for you to ensure you fully understand the new process and to ask questions.

- **Contact the Woodcraft Folk's Membership & Groups Officer at info@woodcraft.org.uk or 020 7703 4173.**
- **Live Chat with Disclosure Scotland:** you can access this service at <https://www.volunteerscotland.net/for-organisations/disclosure-services/> 9am-5pm Monday to Friday.
- **Virtual Drop in Session on [Disclosure Scotland website](#):** These sessions give you the opportunity to ask any PVG related questions you might have. These sessions take place every Thursday from 11.30am - 12.30pm on Zoom.