



## **LAYC Online PVG Process**

PVG applications are now being processed online.

The process is as follows:

- 1) Applicants should complete 1 of the 2 forms below:

[This form](#) if they already have a PVG for another role – applying for a PVG update. *Please complete sections 1-4. For application type select 'PVG scheme record - Child'.*

[This form](#) if they do not already have a PVG – applying to join the PVG scheme. *Please complete sections 1-6. If their existing PVG is for children, for application type select 'PVG scheme record update - Child'. If their existing PVG is for adults only, for application type select 'PVG scheme record - Child'.*

*Please note that some people may be confused by the question on the form asking if you are registered with a regulatory body - you will most likely tick 'no' for this, unless you are a member of SSSC, teaching or medical professions or any other regulatory body.*

- 2) Once applicants have completed the above noted sections of the form they should email it to [enquiries@layc.org.uk](mailto:enquiries@layc.org.uk) along with 3 pieces of ID – one being photographic, and 2 with current address dated within the last 3 months (screen shots are suffice). (Examples of address ID include bank statements, utility bills, official letters). In their email they should specify the organisation they will be working for, their job title/ volunteer role title, and whether or not the position will be paid or voluntary. If they already have a PVG, they should let us know if it is for children or adults.
- 3) LAYC will then contact the applicant to arrange an online meeting time to verify the photo ID – this takes less than 5 minutes.
- 4) LAYC will then send the application to Disclosure Scotland for processing.
- 5) LAYC will notify the applicant and the organisation when we receive the PVG – we should receive it within 3 weeks.