

# **PVG Scheme Online**

## **Guide for applicants**

This is a guide to help applicants complete an online PVG scheme application. Please note that the existing PVG scheme online process is in Beta only.

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## 1. Introduction

This guide explains the process for making a PVG application online. It includes screenshots that show the processes for:

- someone joining the PVG scheme – required for all new applicants joining the scheme
- someone requiring an Existing Scheme Record – required for existing PVG members applying to work with a new vulnerable group
- someone requiring a Scheme Record Update – required for existing PVG members changing employer, or for employers requesting a record update


As a demonstration, some fields are already filled in the screenshots. However, all fields will be blank at the start of your application.

The online application process has two parts:

- Part 1 - to be completed by the CSG
- Part 2 - to be completed by you, as the applicant

You will receive an email from Disclosure Scotland which includes a link to complete your part of the application.

Thu 17/12/2020 19:03  
DisclosureScotland <disclosurescotland@notifications.service.g  
Disclosure Scotland: complete your application – T00010959  
To ■ DS Ambassador Team Mailbox

 Scottish Government  
Riaghaltas na h-Alba  
gov.scot

**Your Disclosure Scotland Application –  
T00010959**

Z has invited you to complete a Scheme Record Update in  
relation to the following role:

**Role: A**

**Organisation: Z**

**Application type: Scheme Record Update**

**Workforce(s): Protected Adults**

**Payment: £18.00, to be paid by you by  
credit or debit card**

Hello,

You have 7 days to follow the link below to complete your  
application.

Link: [https://applicant.apply-ft.env-cc.net/existing?  
token=oWPOftzCyxHUZ-MmPhv\\_38RKTSe6rCi\\_vrsKr458hk=](https://applicant.apply-ft.env-cc.net/existing?token=oWPOftzCyxHUZ-MmPhv_38RKTSe6rCi_vrsKr458hk=)

The link will expire 7 days from the date of this email. You will not  
be able to complete your application once the link expires.

**Not expecting this email?**

If you were not expecting this email, please contact Disclosure  
Scotland by:

- emailing [response@disclosurescotland.gov.scot](mailto:response@disclosurescotland.gov.scot)

Kind regards  
Customer Services Team, Disclosure Scotland


**[OFFICIAL]**


This email will contain the case reference. Please keep a note of this reference for future queries. It will also include details of the role, organisation, application type and workforce entered by the countersignatory. There is a unique link in the email which will take you to your online application.

The link will **only work for seven days** from the date of the email.

Once you have completed your part and submitted it to Disclosure Scotland, the countersignatory will receive an email confirmation.

If you have provided a valid email address you will receive an email confirmation.

 Fri 18/12/2020 15:01  
DisclosureScotland <disclosurescotland@notifications.service.g...>  
Disclosure Scotland: your application has been submitted – T00009569  
To ■ DS Ambassador Team Mailbox

 Scottish Government  
Riaghaltas na h-Alba  
gov.scot

**Your Disclosure Scotland Application – T00009569**

Thank you for submitting your Disclosure Scotland application in relation to the following role:

Role: test  
Organisation: testOrg  
Application Type: Scheme Record Update  
Workforce(s): Children  
Payment: Already paid for by your employer

**What happens next?**

Disclosure Scotland will now start processing your application.

If further information is required to assist in processing the application Disclosure Scotland will contact you.

If you were not expecting this email or do not think that it is for you, then please contact Disclosure Scotland at [response@disclosurescotland.gov.scot](mailto:response@disclosurescotland.gov.scot)

Kind regards

Customer Services Team, Disclosure Scotland

**[OFFICIAL]**

## 2. Scheme Record for joining the PVG scheme

These screenshots show the process for applying online to join the PVG scheme.

### Apply to join the PVG scheme

This screen shows the product you are applying for and the identification details you will need to complete the application.

If you are responsible for paying for the application, there will be additional payment details displayed under the heading 'paying for this application'.

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## Apply to join the Protecting Vulnerable Groups scheme (PVG scheme)

The PVG scheme is a membership scheme managed by Disclosure Scotland

### About the PVG scheme

Before you apply, it's important you know what it means to be a member. You can find full details of the scheme [here](#), but the main points are listed below.

**Joining the PVG scheme means:**

- Disclosure Scotland will access your criminal record (if you have one)
- Disclosure Scotland will share details of this record with the organisation you apply to work for
- Disclosure Scotland will keep checking your record unless you leave the scheme

### Before you start

To complete this application, you will need:

- details of your address history for the last 5 years (month and year)
- your National Insurance number (if you have one)
- your passport number (if you have one)
- your driving licence number (if you have one, this can be full or provisional)
- your regulatory body number, if you are a member of a regulatory body (e.g. SSSC)

**i** Please note that you won't be able to save this application and return to it. Please have the information listed above ready before starting your application.

**Apply now** >

### Need help?

If you don't have these details, or need help with any other part of the application process, you can speak to someone at Disclosure Scotland. To do so:

- call **0300 020 0040** (calls charged at a standard rate, [find out more about charges](#))
- email [response@disclosurescotland.gov.scot](mailto:response@disclosurescotland.gov.scot)

## Your personal information

This screen details how we will use your personal information. To progress with the application, select the checkbox to give permission to Disclosure Scotland to keep and share your personal information for the purposes described.

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## Your personal information

Disclosure Scotland:

- will use the information you give us to process your application
- will use this information and any other relevant information to prevent or detect crime, to apprehend and prosecute offenders, and to safeguard children and protected adults, and for other related purposes
- will only keep the data for as long as it's needed to fulfil these purposes
- may pass the information it holds about you to other Government departments or organisations, the police and other law enforcement agencies
- will regularly check the information it holds about you

You can read our [privacy statement](#) for more information on how we use, keep and share your personal information.

I give Disclosure Scotland permission to keep and share my personal information for these purposes

[← Back](#) [Continue →](#)

## Check application details

This screen will show details of the position that the countersignatory has completed on your behalf.

These details cannot be edited. If these details are incorrect, please contact your countersignatory, not Disclosure Scotland.

If you are paying for your application, your employer will have selected the option for you to pay by card. The payment details will be selected as '£59 payable by yourself'

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## Check application details

Check the details for this position are correct before you apply. If there are any errors, please contact the person who sent you this application.

**Position details**

Position applied for	SAMPLE
Working for	SAMPLE
Application type	Scheme Record
Working with	Children

**i** This information has been supplied by the organisation you will be working for. If the details are incorrect, you must contact the organisation.

[← Back](#) [Continue →](#)

## Your full name and previous names

On this screen, please enter your full name including any middle names. Please do not use initials.

If you're transgender or non-binary, and are concerned about completing the form, please read the advice on the linked page.

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## Your full name and previous names

Please enter your full name, including any middle names. Please do not use initials.

If you're transgender or non-binary and are concerned about completing this form, read the advice on the ['Information for transgender disclosure applicants'](#) page.

**Title**

Select your title ▼

**First name**

**Middle names** (only leave this empty if you have no middle names)

**Last name**

**Have you ever been known by a name that's different to the one you use now?**

If you have changed your name - through marriage, civil partnership or for any other reason - then we need to know about it so we can accurately check your criminal record.

These names will only be used for this purpose and will not be shared.

No

Yes

If you were previously known by another name, selecting 'Yes' will present additional fields for you to enter these other names.

**Have you ever been known by a name that's different to the one you use now?**

If you have changed your name - through marriage, civil partnership or for any other reason - then we need to know about it so we can accurately check your criminal record.

These names will only be used for this purpose and will not be shared.

No

Yes

**Other name**

**Previous first name**

**Previous middle names** (only leave this empty if you have no middle names)

**Previous surname**

[✕ Remove](#)

[+ Add an additional name](#)

## Your mother's maiden name

Enter your mother's maiden name on this screen. This should be the surname given to your mother at the time of her birth. Please don't include any first or middle names.

If you were adopted, you can use your adoptive mother's maiden name if you prefer.

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## Your mother's maiden name

Please tell us your mother's maiden name. This should be the surname given to her at birth. It is not a first name or a middle name so please don't include those.

If you were adopted, you can use your adopted mother's maiden name.

**Mother's maiden name or family name**

[< Back](#) [Continue >](#)

## Your date of birth

Enter your date of birth on this screen. If you don't know your date of birth, use the one on official documents, such as your passport or driving licence.

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## Your date of birth

If you don't know your date of birth, use the one on official documents, such as your passport or driving licence.

For example, 05 04 1983

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Your gender

Select your gender on this screen. If you're transgender or non-binary, and concerned about completing this part, please read the advice on the linked page.

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## Your gender

Please enter the gender you identify as. If you're transgender or non-binary and are concerned about completing this form, read the advice on [this page](#).

Female

Male

[← Back](#) [Continue →](#)

## Your place of birth

Enter your place of birth on this screen.

If you don't know your place of birth, use the one on official documents, such as your passport or driving licence.

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## Your place of birth

If you don't know your place of birth, use the one on official documents, such as your passport or driving licence.

**Town of birth** (such as a town, city or province)

**Country of birth**

## Your nationality

Select your nationality on this screen.

If you don't know your nationality, use the one on official documents, such as your passport or driving licence.

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## Your nationality

If you don't know your nationality, use the one on official documents, such as your passport or driving licence.

British (including Scottish, English, Welsh and Northern Irish)

Irish

Citizen of another country

## Your contact details

On this screen enter a valid email address and contact telephone numbers.

We may need to contact you to help process your application so please provide as many contact details as you can.

It may slow down your application if you do not provide both an email address and telephone number.

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## Your contact details

We may need to contact you whilst we process your application. Please provide both a phone number and an email address - it may slow down your application if you don't.

**Email address** (this can be any email address that you check frequently)

**Mobile telephone number** (optional)

**Landline telephone number** (optional)

[< Back](#) [Continue >](#)

## Your address history

This screen explains what we need to know about your address history.

We need to know where you have lived for the past five years.

If you have been a student during this time, enter all your term and vacation addresses.

If you have lived in emergency accommodation, please enter the name of the shelter you were living in.

If you have spent time travelling during this time, please tell us what town and country you were in.

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## Your address history

The following questions are about your address history.

We need to know where you have lived since February 2016, with no gaps. You'll need to tell us both the month and year you moved into each property.

If you have been a student during this time, please enter all of your term-time and vacation addresses.

If you have lived in emergency accommodation during this time, please enter the name of the shelter you were living in.

If you have spent time travelling during this time, please tell us what town and country you were in.

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Continue >

## Your current address

Please provide your current address and the month and year you moved there.

You can enter your postcode and select 'Find UK address' - this will display a list of addresses in your postcode, select the correct address from the list.

Alternatively, you can select the blue link below and enter your address manually.

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## Your current address

Please tell us your current address and the month and year you moved there.

**Postcode**

**FIND UK ADDRESS**

[Enter address manually](#)

**< Back** **Continue >**

Once you have selected your address or entered it manually, you will be asked 'When did you move here?'. Enter the month and year you moved to that address.

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## Your current address

Please tell us your current address and the month and year you moved there.

**Postcode**

Please select your address

Disclosure Scotland, ▼

**Address line one**

**Address line two** (optional)

**City/town**

**County/province** (optional)

**Country**

United Kingdom ▼

**Postcode**

**When did you move here?**  
For example, 09 2015.

**Month**      **Year**

[Enter address manually](#)

If you have given a five year address history, it will advise your address history is complete.

If you have not given a five year address history, it will ask you to update your address history before you can move on with the application.

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## Your address history is complete

You've given us your complete address history for the last 5 years. Please check and confirm these details before proceeding.

Your address	From	To	
Disclosure Scotland,	Jan 1999	Now	<a href="#">Edit</a> <a href="#">Delete</a>

[Back](#) < > [Continue](#)

## National Insurance number

This screen asks if you have a National Insurance number. Please provide this information if you have it. It will help us progress your application.

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# National Insurance Number

Please let us know if you have a National Insurance (NI) number. It will help us process your application.

[▶ Where can I find my NI number?](#)

**Do you have a National Insurance Number?**

No

Yes

[◀ Back](#) [Continue ▶](#)

Selecting 'Yes' will present a field for you to enter your National Insurance number.

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## National Insurance Number

Please let us know if you have a National Insurance (NI) number. It will help us process your application.

[Where can I find my NI number?](#)

**Do you have a National Insurance Number?**

No

Yes

**National Insurance Number** (for example, JM 76 27 87 A)

[Back](#)

[Continue](#)

## Passport

This screen asks if you have a passport.

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### Do you have a passport?

No

Yes

[< Back](#) [Continue >](#)

Selecting 'Yes' will present a field for you to enter your passport number.

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## Do you have a passport?

No

Yes

**Country of issue**

Select a country ▼

**Passport number**

## Driving licence

This screen asks if you have a driving licence.

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# Do you have a driving licence?

This can be full or provisional.

No

Yes

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Selecting 'Yes' will present a field for you to enter your driving licence number.

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## Do you have a driving licence?

This can be full or provisional.

No

Yes

**Country of issue**

Select a country

**Driving Licence number**

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## Regulatory Body details

This screen asks if you're a member of any of the regulatory bodies listed.

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### Regulatory Body details

Using the list below, please tell us if you're a member of any regulatory body. For example, the General Medical Council, which regulates doctors working in the UK.

Please select all regulatory bodies that apply. You can be a member of more than one body.

**Please select all Regulatory Bodies you are a member of**

- Care Inspectorate
- General Chiropractic Council
- General Dental Council
- General Medical Council
- General Optical Council
- General Osteopathic Council
- General Teaching Council for Scotland
- Health and Care Professions Council
- Nursing and Midwifery Council
- General Pharmaceutical Council
- Scottish Social Services Council
- I am not a member of any of these Regulatory Bodies

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Selecting one of the regulatory bodies will present a field for you to enter your regulatory body registration number.

## Regulatory Body details

Using the list below, please tell us if you're a member of any regulatory body. For example, the General Medical Council, which regulates doctors working in the UK.

Please select all regulatory bodies that apply. You can be a member of more than one body.

### Please select all Regulatory Bodies you are a member of

Care Inspectorate

**Registration number** (for example, AB1234567890)

- General Chiropractic Council
- General Dental Council
- General Medical Council
- General Optical Council
- General Osteopathic Council
- General Teaching Council for Scotland
- Health and Care Professions Council
- Nursing and Midwifery Council
- General Pharmaceutical Council
- Scottish Social Services Council
- I am not a member of any of these Regulatory Bodies

## Check your answers

This screen gives you the opportunity to check your answers and make sure they are correct. If you need to change any of your details, change them at this stage by selecting the blue 'change' link on the right of the screen.

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### Check your answers

Make sure your answers are complete and correct. If you need to change any of your details, change them at this stage.

#### About you

Name	Ms SAMPLE SAMPLE SAMPLE	<a href="#">Change</a>
Previous names	You have always been known by the same name	<a href="#">Change</a>
Mother's maiden name	SAMPLE	<a href="#">Change</a>
Date of birth	01 January 1998	<a href="#">Change</a>
Gender	Female	<a href="#">Change</a>
Place of birth	GLASGOW, United Kingdom	<a href="#">Change</a>
Nationality	United Kingdom	<a href="#">Change</a>

#### Contact details

Email address	DSAmbassadorTeam@disclosurescotland.gov.scot	<a href="#">Change</a>
Mobile telephone number	Not provided	<a href="#">Change</a>
Landline telephone number	Not provided	<a href="#">Change</a>

#### Address history

Current address	Disclosure Scotland 2 Pacific Quay Glasgow G2 3JF Scotland From January 1999 - now	<a href="#">Change</a>
Previous addresses	None	<a href="#">Change</a>

#### Your identifying information

National Insurance number	Not provided	<a href="#">Change</a>
Passport	Not provided	<a href="#">Change</a>
Driving licence	Not provided	<a href="#">Change</a>

#### Regulatory Body membership

Regulatory Body	None	<a href="#">Change</a>
-----------------	------	------------------------

[← Back](#) [Continue →](#)

## Declaration

This screen is the declaration. By selecting the checkbox you are declaring that the information you have given is complete and correct, and that you understand that to knowingly make a false statement in this application is a criminal offence. You declare that you will give any additional information that may be required to verify the information given and will immediately notify us of any changes to this information.

You need to select the checkbox before you can continue with the application.

**Disclosure** SCOTLAND Application for PVG scheme BETA

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## Declaration

I apply to join the Scheme under the Protection of Vulnerable Groups (Scotland) Act 2007 ('Scheme'). I request that a disclosure record be issued to the persons specified in this application in relation to the type(s) of regulated work specified. I understand the following:

- Disclosure Scotland will use the information I have given to verify my identity and to check and process my application. Disclosure Scotland will use this information and any other information relating to my Scheme membership for the purposes of the Scheme, for the prevention or detection of crime and for other related purposes. Disclosure Scotland will continuously monitor and update the information it holds about me.
- Disclosure Scotland may pass the information it holds about me to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the Scheme, the prevention and detection of crime, the apprehension and prosecution of offenders and for other related purposes.

I declare that the information I have given is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

I agree

[← Back](#)[Submit →](#)

## Paying for this application

You will be taken to this screen if your organisation selected the option where you are responsible for paying for the application by card. If not, you will be directed to the page - [Thank you for starting this application](#)

This screen explains that payment will be taken through GOV.UK Pay and also has a link to more information on refunds. Selecting 'continue' will take you to the GOV.UK pay screen.

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Application for PVG Scheme **BETA**

## Paying for this application


Payment is taken through GOV.UK Pay. This is a secure government payment system. Please have your card details ready before proceeding.

### What happens if I need a refund?

You can find Information regarding application refunds on [mygov.scot/disclosure-refunds](https://mygov.scot/disclosure-refunds).



[< Back](#) [Continue >](#)

This screen is where you will enter you card details.

 **Disclosure Scotland Payments**

## Enter card details

**Card number**

Accepted credit and debit card types

**Expiry date**

For example, 10/22


Month      Year

 /

**Name on card**

**Card security code**

The last 3 digits on the back of the card

**Billing address**

This is the address associated with the card

Country or territory

Building number or name and street

Town or city

Postcode

**Contact details**

We'll send your payment confirmation here

Email

[Cancel payment](#)

**Payment summary**

T00010878 Scheme Record (Join)

Total amount:

**£59.00**

This screen asks you to confirm your payment. Select 'Confirm payment' to complete application and payment.

The screenshot shows a web form titled "Confirm your payment" on the GOV.UK Disclosure Scotland Payments page. The form contains the following fields:

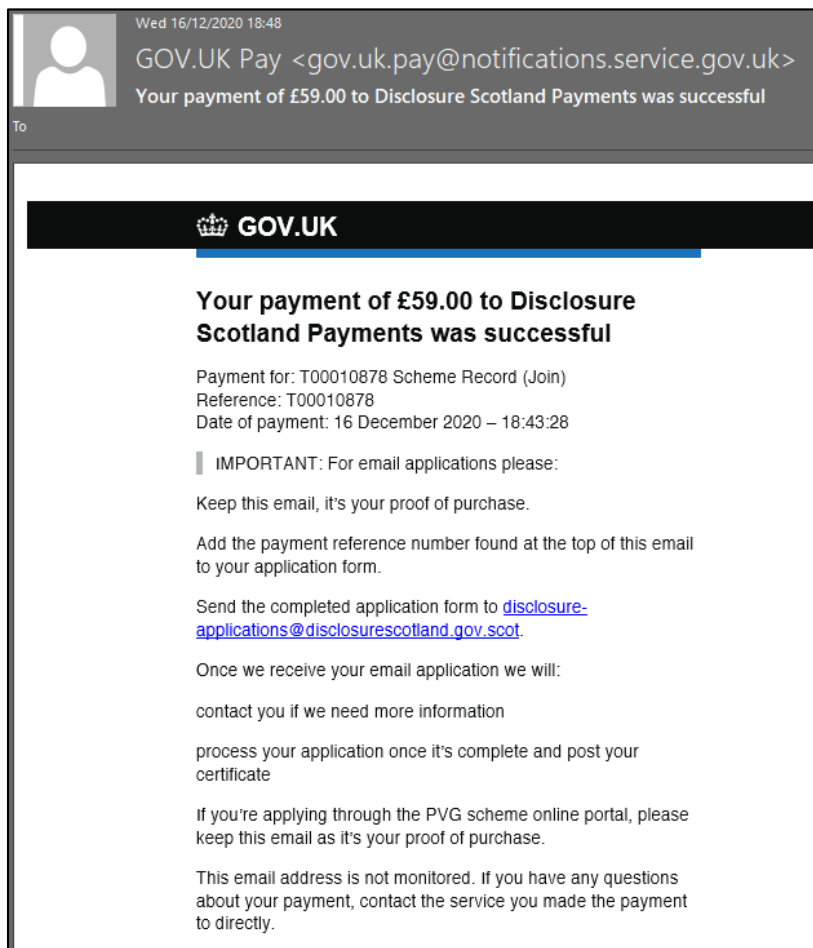
- Card number: masked with dots and ending in 1111
- Expiry date: 10/22
- Name on card: test Test
- Billing address: 1, pacofc quay, glsagow, g51 1dz, United Kingdom
- Confirmation email: sample@sample

On the right side, a "Payment summary" box displays:

- T00010878 Scheme Record (Join)
- Total amount: **£59.00**

At the bottom left, there is a green "Confirm payment" button and a blue "Cancel payment" link.

Upon successful payment you will receive a notification to the email address entered on the Disclosure Scotland payment screen.



## Thank you for your application

This is your confirmation screen. It lets you know you have successfully submitted your application to Disclosure Scotland.

It will show your unique reference number relating to your application. Please take a note of the reference number as it may be needed in the future.

It also explains what happens next and provides contact details for Disclosure Scotland.

There is an opportunity for you to provide feedback on the service.

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Application for PVG scheme BETA

**Thank you for your application**

Your application has been submitted to Disclosure Scotland. Please take a note of the reference number as this may be needed in the future.

Your reference number:

# T00011512

**What happens next?**

1. Disclosure Scotland will process your application
2. Disclosure Scotland will inform you of the outcome

**Get help**

To check the status of your application, please contact the organisation that invited you to apply.

To speak to someone at Disclosure Scotland:

- call **0300 020 0040** (calls charged at a standard rate, [find out more about charges](#))
- email [response@disclosurescotland.gov.scot](mailto:response@disclosurescotland.gov.scot)

**Give Feedback**

Overall, how do you feel about the service you have experienced today?

Very Satisfied

Satisfied

Neither satisfied nor dissatisfied

Dissatisfied

Very dissatisfied

[Send Feedback >](#)

### 3. Apply for an Existing Scheme Record

These screenshots show the online application process for applying for a Scheme Record for existing members.

#### Apply for a Scheme Record

This screen shows the product you are applying for and explains that you will need your PVG scheme number before you start the application.

If you are responsible for paying for the application, there will be additional payment details displayed under the heading 'paying for this application'.

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Application for Scheme Record **BETA**

## Apply for an Existing Scheme Record

As an existing member of the Protecting Vulnerable Groups scheme (PVG scheme) you need to complete an Existing Scheme Record.

### About Existing Scheme Records

An Existing Scheme Record is used to update Disclosure Scotland:

- each time a PVG scheme member works with a new vulnerable group. For example, if you worked with vulnerable adults before but your new role involves working with children, you'll need to complete an Existing Scheme Record.

### Before you start

To complete this form, you will need:

- your PVG scheme membership number that's on your PVG certificate
- your National Insurance number (if you have one)
- your passport number (if you have one)
- your driving licence number (if you have one, this can be full or provisional)
- your regulatory body number, if you are a member of a regulatory body (e.g SSSC)
- a credit or debit card to pay for this application

### Paying for this application

The organisation you're applying to work for has indicated that you will pay for this application. **The cost is £50.**

At present, we only accept card payments made through GOV.UK Pay, a secure government payment system, so please have your card details ready before you start.

---

**i** Please note that you won't be able to save this application and return to it. Please have the information listed above ready before starting your application.

---

**Apply now** >

### Need help?

If you don't have these details, or need help with any other part of the application process, you can speak to someone at Disclosure Scotland. To do so:

- call **0300 020 0040** (calls charged at a standard rate, [find out more about charges](#))
- email [response@disclosurescotland.gov.scot](mailto:response@disclosurescotland.gov.scot)

## Your personal information

This screen details how Disclosure Scotland will use your personal information. To progress with the application, select the checkbox to give your permission to Disclosure Scotland to keep and share your personal information for the purposes described.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

## Your personal information

Disclosure Scotland:

- will use the information you give us to process your application
- will use this information and any other relevant information to prevent or detect crime, to apprehend and prosecute offenders, and to safeguard children and protected adults, and for other related purposes
- will only keep the data for as long as it's needed to fulfil these purposes
- may pass the information it holds about you to other Government departments or organisations, the police and other law enforcement agencies
- will regularly check the information it holds about you

You can read our [privacy statement](#) for more information on how we use, keep and share your personal information.

I give Disclosure Scotland permission to keep and share my personal information for these purposes

[← Back](#) [Continue →](#)

## Check application details

This screen will show details of the position that the countersignatory has completed on your behalf.

These details cannot be edited. If these details are incorrect, please contact your countersignatory.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

## Check application details

Check the details for this position are correct before you apply. If there are any errors, please contact the person who sent you this application.

**Position details**

Position applied for	Example
Working for	Example
Application type	Existing Scheme Record
Working with	Protected adults
Payment	£59 payable by yourself

**i** This information has been supplied by the organisation you will be working for. If the details are incorrect, you must contact the organisation.

[< Back](#) [Continue >](#)

## Your PVG scheme number

This screen asks you to enter your PVG scheme number. This can be found on your PVG certificate. It is a 16 digit reference, for example: **1234 5678 1234 5678**

If you do not know your number, please contact Disclosure Scotland.

**Disclosure**  
SCOTLAND

Application for Scheme Record BETA

---

## Your PVG scheme number

Please enter your PVG scheme number. You'll find this on your PVG scheme certificate. If you don't know your number, contact Disclosure Scotland on **0300 020 0040**.

Please enter your **PVG scheme number** (it's a 16 digit number)

[< Back](#) [Continue >](#)

## Your full name and previous names

On this screen, please enter your full name including any middle names. Please do not use initials.

If you're transgender or non-binary and concerned about completing the form, please read the advice on the linked page.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

## Your full name and previous names

Please enter your full name, including any middle names. Please do not use initials.

If you're transgender or non-binary and are concerned about completing this form, read the advice on the ['Information for transgender disclosure applicants'](#) page.

**Title**

Select your title ▼

**First name**

**Middle names** (only leave this empty if you have no middle names)

**Last name**

**Have you ever been known by a name that's different to the one you use now?**

If you have changed your name - through marriage, civil partnership or for any other reason - then we need to know about it so we can accurately check your criminal record.

These names will only be used for this purpose and will not be shared.

No

Yes

If you were previously known by another name, selecting 'Yes' will present additional fields for you to enter these other names.

### Have you ever been known by a name that's different to the one you use now?

If you have changed your name - through marriage, civil partnership or for any other reason - then we need to know about it so we can accurately check your criminal record.

These names will only be used for this purpose and will not be shared.

No

Yes

Other name

**Previous first name**

**Previous middle names** (only leave this empty if you have no middle names)

**Previous surname**

[✕ Remove](#)

[+ Add an additional name](#)

## Your date of birth

Enter your date of birth on this screen. If you don't know your date of birth, use the one on official documents, such as your passport or driving licence.

**Disclosure**  
SCOTLAND

Application for Scheme Record BETA

---

## Your date of birth

If you don't know your date of birth, use the one on official documents, such as your passport or driving licence.

For example, 05 04 1983

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Your contact details

On this screen enter a valid email address and contact telephone numbers.

We may need to contact you to help process your application so please provide as many contact details as you can.

It may slow down your application if you do not provide both an email address and telephone number.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

---

## Your contact details

We may need to contact you whilst we process your application. Please provide both a phone number and an email address - it may slow down your application if you don't.

**Email address** (this can be any email address that you check frequently)

**Mobile telephone number** (optional)

**Landline telephone number** (optional)

[< Back](#) [Continue >](#)

## Your current address

Please provide your current address and the month and year you moved there.

You can enter your postcode and select 'Find UK address' - this will display a list of addresses in your postcode, select the correct address from the list.

Alternatively, you can select the blue link below and enter your address manually.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

## Your current address

Please tell us your current address and the month and year you moved there.

Postcode

[Enter address manually](#)

Once you have selected your address or entered it manually, you will be asked 'When did you move here?'. Enter the month and year you moved to that address.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

## Your current address

Please tell us your current address and the month and year you moved there.

**Postcode**

Please select your address

**Address line one**

## National Insurance Number

This screen asks if you have a National Insurance number. Please provide this information if you have it. It will help us progress your application.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

---

## National Insurance Number

Please let us know if you have a National Insurance (NI) number. It will help us process your application.

[▶ Where can I find my NI number?](#)

**Do you have a National Insurance Number?**

No

Yes

Selecting 'Yes' will present a field for you to enter your National Insurance number.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

## National Insurance Number

Please let us know if you have a National Insurance (NI) number. It will help us process your application.

[▶ Where can I find my NI number?](#)

**Do you have a National Insurance Number?**

No

Yes

**National Insurance Number** (for example, JM 76 27 87 A)

## Passport

This screen asks if you have a passport.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

---

### Do you have a passport?

No

Yes

[< Back](#) [Continue >](#)

Selecting 'Yes' will present a field for you to enter your passport number.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

## Do you have a passport?

No

Yes

**Country of issue**

Select a country ▼

**Passport number**

\_\_\_\_\_

[< Back](#) [Continue >](#)

## Driving Licence

This screen asks if you have a driving licence.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

---

# Do you have a driving licence?

This can be full or provisional.

No

Yes

[< Back](#) [Continue >](#)

Selecting 'Yes' will present a field for you to enter your driving licence number.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

## Do you have a driving licence?

This can be full or provisional.

No

Yes

**Country of issue**

Select a country

**Driving Licence number**

< Back

Continue >

## Regulatory body details

This screen asks if you're a member of any of the regulatory bodies listed.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

### Regulatory Body details

Using the list below, please tell us if you're a member of any regulatory body. For example, the General Medical Council, which regulates doctors working in the UK.

Please select all regulatory bodies that apply. You can be a member of more than one body.

**Please select all Regulatory Bodies you are a member of**

- Care Inspectorate
- General Chiropractic Council
- General Dental Council
- General Medical Council
- General Optical Council
- General Osteopathic Council
- General Teaching Council for Scotland
- Health and Care Professions Council
- Nursing and Midwifery Council
- General Pharmaceutical Council
- Scottish Social Services Council
- I am not a member of any of these Regulatory Bodies

[< Back](#) [Continue >](#)

Selecting one of the regulatory bodies will present a field for you to enter your regulatory body registration number.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

## Regulatory Body details

Using the list below, please tell us if you're a member of any regulatory body. For example, the General Medical Council, which regulates doctors working in the UK.

Please select all regulatory bodies that apply. You can be a member of more than one body.

**Please select all Regulatory Bodies you are a member of**

Care Inspectorate

**Registration number** (for example, AB1234567890)

General Chiropractic Council

General Dental Council

General Medical Council

General Optical Council

General Osteopathic Council

General Teaching Council for Scotland

Health and Care Professions Council

Nursing and Midwifery Council

General Pharmaceutical Council

Scottish Social Services Council

I am not a member of any of these Regulatory Bodies

## Review your application

This screen gives you the opportunity to check your answers and make sure they are correct. If you need to change any of your details, change them at this stage by selecting the blue 'change' link at the right of the screen.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

### Review your application

Please make sure your answers are complete and correct.

#### Position details

Position applied for	Example	
Working for	Example	
Application type	Existing Scheme Record	
Working with	Protected adults	

#### Personal details

Name	Miss EXAMPLE EXAMPLE	<a href="#">Change</a>
Previous names	You have always been known by the same name	<a href="#">Change</a>
Date of birth	01 January 1988	<a href="#">Change</a>
PVG scheme number	1111222233334444	<a href="#">Change</a>

#### Contact details

Email address	DSAmbassadorTeam@disclosurescotland.gov.scot	<a href="#">Change</a>
Mobile telephone number	Not provided	<a href="#">Change</a>
Landline telephone number	Not provided	<a href="#">Change</a>

#### Address details

Current address	Disclosure Scotland	<a href="#">Change</a>
-----------------	---------------------	------------------------

From January 2000 - now

#### Your identifying information

National Insurance number	Not provided	<a href="#">Change</a>
Passport	Not provided	<a href="#">Change</a>
Driving licence	Not provided	<a href="#">Change</a>

#### Regulatory Body membership

Regulatory Body	None	<a href="#">Change</a>
-----------------	------	------------------------

[< Back](#)

[Continue >](#)

## Declaration

This screen is the declaration. By selecting the checkbox, you are declaring that the information you have given is complete and correct, and you understand that to knowingly make a false statement in this application is a criminal offence. You declare that you will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

You need to select the checkbox before you can continue with the application.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

---

## Declaration

I request that a disclosure record be issued to the persons specified in this application in relation to the type(s) of regulated work specified. I understand the following:

- Disclosure Scotland will use the information I have given to verify my identity and to check and process my application. Disclosure Scotland will use this information and any other information relating to my Scheme membership for the purposes of the Scheme, for the prevention or detection of crime and for other related purposes. Disclosure Scotland will continuously monitor and update the information it holds about me.
- Disclosure Scotland may pass the information it holds about me to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the Scheme, the prevention and detection of crime, the apprehension and prosecution of offenders and for other related purposes.

I declare that the information I have given is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

I agree

[← Back](#) [Continue →](#)

## Paying for this application

You will be taken to this screen if your organisation selected the option where you are responsible for paying for the application by card. If not, you will be directed to the page - [Thank you for starting this application](#)

This screen explains that payment will be taken through GOV.UK Pay and also has a link to more information on refunds. Selecting 'continue' will take you to the GOV.UK pay screen.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

## Paying for this application


Payment is taken through GOV.UK Pay. This is a secure government payment system. Please have your card details ready before proceeding.

**What happens if I need a refund?**

You can find Information regarding application refunds on [mygov.scot/disclosure-refunds](https://mygov.scot/disclosure-refunds).



[Back](#) [Continue](#)

This screen is where you will enter you card details.

 **Disclosure Scotland Payments**

## Enter card details

**Card number**

Accepted credit and debit card types


**Expiry date**  
For example, 10/22

Month      Year

 /

**Name on card**

**Card security code**  
The last 3 digits on the back of the card

---

**Billing address**  
This is the address associated with the card

Country or territory

Building number or name and street

Town or city

Postcode

---

**Contact details**  
We'll send your payment confirmation here

Email

[Continue](#)

[Cancel payment](#)

**Payment summary**

T00010887 Scheme Record  
(Existing)

Total amount:  
**£59.00**

This screen asks you to confirm your payment. Select 'Confirm payment' to complete application and payment.

**GOV.UK** Disclosure Scotland Payments

## Confirm your payment

Card number	.....5100
Expiry date	10/22
Name on card	SAMPLE SAMPLE
Billing address	TEST TEST, TEST, TEST, XX1 1XX, United Kingdom
Confirmation email	SAMPLE@SAMPLE.CO.UK

[Confirm payment](#)

[Cancel payment](#)


### Payment summary

T00010887 Scheme Record (Existing)

Total amount:  
**£59.00**

Upon successful payment you will receive a notification to the email address supplied on the Disclosure Scotland payment screen.

Wed 16/12/2020 18:48

 **GOV.UK Pay** <gov.uk.pay@notifications.service.gov.uk>

Your payment of £59.00 to Disclosure Scotland Payments was successful

To

---

**GOV.UK**

### Your payment of £59.00 to Disclosure Scotland Payments was successful

Payment for: T00010887 Scheme Record (Existing)  
Reference: T00010887  
Date of payment: 16 December 2020 – 18:43:28

**IMPORTANT:** For email applications please:

- Keep this email, it's your proof of purchase.
- Add the payment reference number found at the top of this email to your application form.
- Send the completed application form to [disclosure-applications@disclosurescotland.gov.scot](mailto:disclosure-applications@disclosurescotland.gov.scot).

Once we receive your email application we will:

- contact you if we need more information
- process your application once it's complete and post your certificate.

If you're applying through the PVG scheme online portal, please keep this email as it's your proof of purchase.

This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.

## Thank you for your application

This is your confirmation screen. It lets you know that you have successfully submitted your application to Disclosure Scotland.

It will show your unique reference number relating to your application. Please take a note of the reference number as this may be needed in the future.

It also explains what happens next and provides contact details for Disclosure Scotland.

There is an opportunity for you to provide feedback on the service.

**Disclosure**  
SCOTLAND

Application for Scheme Record **BETA**

**Thank you for your application**

Your application has been submitted to Disclosure Scotland. Please take a note of the reference number as this may be needed in the future.

Your reference number:

# T00011508


**What happens next?**

1. Disclosure Scotland will process your application
2. Disclosure Scotland will inform you of the outcome

**Get help**

To check the status of your application, please contact the organisation that invited you to apply.

To speak to someone at Disclosure Scotland:

- call **0300 020 0040** (calls charged at a standard rate, [find out more about charges](#) )
- email [response@disclosurescotland.gov.scot](mailto:response@disclosurescotland.gov.scot)

**Give Feedback**

Overall, how do you feel about the service you have experienced today?

Very Satisfied

Satisfied

Neither satisfied nor dissatisfied

Dissatisfied

Very dissatisfied

**Send Feedback** >

## 4. Apply for an Existing Scheme Record Update

These screenshots show the online application process for applying for a Scheme Record Update.

### Apply for a Scheme Record update

This screen shows what product you are applying for and explains that you will need your PVG scheme number before you start the application.

If you are responsible for paying for the application, there will be additional payment details displayed under the heading 'paying for this application'.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

---

## Apply for an Existing Scheme Record Update

As an existing member of the Protecting Vulnerable Groups scheme (PVG scheme) you need to complete a Scheme Record Update.

### About Scheme Record Updates

A Scheme Record Update is issued when:

- a PVG scheme member changes employer
- an employer requests a record update for a PVG scheme member

### Before you start

To complete this form, you will need:

- your **PVG scheme membership number that's on your PVG certificate**
- your **National Insurance number** (if you have one)
- your **passport number** (if you have one)
- your **driving licence number** (if you have one, this can be full or provisional)
- your **regulatory body number, if you are a member of a regulatory body** (e.g SSSC)

---

**i** Please note that you won't be able to save this application and return to it. Please have the information listed above ready before starting your application.

---

**Apply now** >

### Need help?

If you don't have these details, or need help with any other part of the application process, you can speak to someone at Disclosure Scotland. To do so:

- call **0300 020 0040** (calls charged at a standard rate, [find out more about charges](#))
- email [response@disclosurescotland.gov.scot](mailto:response@disclosurescotland.gov.scot)

## Your personal information

This screen details how Disclosure Scotland will use your personal information. To progress with the application, you need to select the checkbox to give your permission to Disclosure Scotland to keep and share your personal information for the purposes described.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

---

## Your personal information

Disclosure Scotland:

- will use the information you give us to process your application
- will use this information and any other relevant information to prevent or detect crime, to apprehend and prosecute offenders, and to safeguard children and protected adults, and for other related purposes
- will only keep the data for as long as it's needed to fulfil these purposes
- may pass the information it holds about you to other Government departments or organisations, the police and other law enforcement agencies
- will regularly check the information it holds about you

You can read our [privacy statement](#) for more information on how we use, keep and share your personal information.

I give Disclosure Scotland permission to keep and share my personal information for these purposes

[← Back](#) [Continue →](#)

## Check application details

This screen will show you the details of the position that the countersignatory has completed on your behalf.

These details cannot be edited. If these details are incorrect, please contact your countersignatory.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

## Check application details

Check the details for this position are correct before you apply. If there are any errors, please contact the person who sent you this application.

**Position details**

Position applied for	SAMPLE
Working for	SAMPLE
Application type	Existing Scheme Record Update
Working with	Children

**i** This information has been supplied by the organisation you will be working for. If the details are incorrect, you must contact the organisation.

[< Back](#) [Continue >](#)

## Your PVG scheme number

On this screen it asks you to enter your PVG scheme number. This can be found on your PVG certificate. It is a 16 digit reference, for example: **1234 5678 1234 5678**

If you do not know your number, please contact Disclosure Scotland.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

## Your PVG scheme number

Please enter your PVG scheme number. You'll find this on your PVG scheme certificate. If you don't know your number, contact Disclosure Scotland on **0300 020 0040**.

Please enter your **PVG** scheme number (it's a 16 digit number)

[< Back](#) [Continue >](#)

## Your full name and previous names

On this screen, please enter your full name including any middle names. Please do not use initials.

If you're transgender or non-binary, and concerned about completing the form, please read the advice on the linked page.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

## Your full name and previous names

Please enter your full name, including any middle names. Please do not use initials.

If you're transgender or non-binary and are concerned about completing this form, read the advice on the ['Information for transgender disclosure applicants'](#) page.

**Title**

Select your title

**First name**

**Middle names** (only leave this empty if you have no middle names)

**Last name**

**Have you ever been known by a name that's different to the one you use now?**

If you have changed your name - through marriage, civil partnership or for any other reason - then we need to know about it so we can accurately check your criminal record.

These names will only be used for this purpose and will not be shared.

No

Yes

## Have you ever been known by a name that's different to the one you use now?

If you have changed your name - through marriage, civil partnership or for any other reason - then we need to know about it so we can accurately check your criminal record.

These names will only be used for this purpose and will not be shared.

No

Yes

Other name

Previous first name

Previous middle names (only leave this empty if you have no middle names)

Previous surname

[✕ Remove](#)

[+ Add an additional name](#)

[< Back](#)

[Continue >](#)

## Your date of birth

Enter your date of birth on this screen. If you don't know your date of birth, use the one on official documents, such as your passport or driving licence.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

---

## Your date of birth

If you don't know your date of birth, use the one on official documents, such as your passport or driving licence.

For example, 05 04 1983

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Your contact details

On this screen enter a valid email address and contact telephone numbers.

We may need to contact you to help process your application so please provide as many contact details as you can.

It may slow down your application if you do not provide both an email address and telephone number.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

## Your contact details

We may need to contact you whilst we process your application. Please provide both a phone number and an email address - it may slow down your application if you don't.

**Email address** (this can be any email address that you check frequently)

**Mobile telephone number** (optional)

**Landline telephone number** (optional)

[< Back](#) [Continue >](#)

## Your current address

Please provide your current address and the month and year you moved there.

You can enter your postcode and select 'Find UK address' - this will display a list of addresses in your postcode, select the correct address from the list.

Alternatively, you can select the blue link below and enter your address manually.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

---

## Your current address

Please tell us your current address and the month and year you moved there.

Postcode

**FIND UK ADDRESS**

[Enter address manually](#)

**< Back** **Continue >**

Once you have selected your address or entered it manually, you will be asked 'When did you move here?'. Enter the month and year your moved to that address.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

## Your current address

Please tell us your current address and the month and year you moved there.

**Postcode**

**FIND UK ADDRESS**

Please select your address

Disclosure Scotland, ▾

**Address line one**

**Address line two (optional)**

**City/town**

**County/province (optional)**

**Country**

United Kingdom ▾

**Postcode**

**When did you move here?**  
For example, 09 2015.

**Month**      **Year**

[Enter address manually](#)

## National Insurance Number

This screen asks if you have a National Insurance number. Please provide this information if you have it. It will help us progress your application.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

---

# National Insurance Number

Please let us know if you have a National Insurance (NI) number. It will help us process your application.

[▶ Where can I find my NI number?](#)

**Do you have a National Insurance Number?**

No

Yes

Selecting 'Yes' will present a field for you to enter your National Insurance number.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

## National Insurance Number

Please let us know if you have a National Insurance (NI) number. It will help us process your application.

[▶ Where can I find my NI number?](#)

**Do you have a National Insurance Number?**

No

Yes

**National Insurance Number** (for example, JM 76 27 87 A)

[< Back](#)

[Continue >](#)

## Passport

This screen asks if you have a passport.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

---

### Do you have a passport?

No

Yes

[< Back](#) [Continue >](#)

Selecting 'Yes' will present a field for you to enter your passport number.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

## Do you have a passport?

No

Yes

**Country of issue**

Select a country

**Passport number**

## Driving Licence

This screen asks if you have a driving licence.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

---

### Do you have a driving licence?

This can be full or provisional.

No

Yes

[< Back](#) [Continue >](#)

Selecting 'Yes' will present a field for you to enter your driving licence number.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

## Do you have a driving licence?

This can be full or provisional.

No

Yes

**Country of issue**

Select a country

**Driving Licence number**

< Back

Continue >

## Regulatory body details

This screen asks if you're a member of any of the regulatory bodies listed.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

### Regulatory Body details

Using the list below, please tell us if you're a member of any regulatory body. For example, the General Medical Council, which regulates doctors working in the UK.

Please select all regulatory bodies that apply. You can be a member of more than one body.

**Please select all Regulatory Bodies you are a member of**

- Care Inspectorate
- General Chiropractic Council
- General Dental Council
- General Medical Council
- General Optical Council
- General Osteopathic Council
- General Teaching Council for Scotland
- Health and Care Professions Council
- Nursing and Midwifery Council
- General Pharmaceutical Council
- Scottish Social Services Council
- I am not a member of any of these Regulatory Bodies

[< Back](#) [Continue >](#)

Selecting one of the regulatory bodies will present a field for you to enter your regulatory body registration number.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

## Regulatory Body details

Using the list below, please tell us if you're a member of any regulatory body. For example, the General Medical Council, which regulates doctors working in the UK.

Please select all regulatory bodies that apply. You can be a member of more than one body.

**Please select all Regulatory Bodies you are a member of**

Care Inspectorate

**Registration number** (for example, AB1234567890)

General Chiropractic Council

General Dental Council

General Medical Council

General Optical Council

General Osteopathic Council

General Teaching Council for Scotland

Health and Care Professions Council

Nursing and Midwifery Council

General Pharmaceutical Council

Scottish Social Services Council

I am not a member of any of these Regulatory Bodies

## Review your application

This screen gives you the opportunity to check your answers and make sure they are correct. If you need to change any of your details, change them at this stage by selecting the blue 'change' link at the right of the screen.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update BETA

### Review your application

Please make sure your answers are complete and correct.

#### Position details

Position applied for	SAMPLE	
Working for	SAMPLE	
Application type	Existing Scheme Record Update	
Working with	Children	

#### Personal details

Name	Ms SAMPLE SAMPLE SAMPLE	<a href="#">Change</a>
Previous names	You have always been known by the same name	<a href="#">Change</a>
Date of birth	01 January 1998	<a href="#">Change</a>
PVG scheme number	1111222233334444	<a href="#">Change</a>

#### Contact details

Email address	DSAmbassadorTeam@disclosurescotland.gov.scot	<a href="#">Change</a>
Mobile telephone number	Not provided	<a href="#">Change</a>
Landline telephone number	Not provided	<a href="#">Change</a>

#### Address details

Current address	Disclosure Scotland A PLACE TO...	<a href="#">Change</a>
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#### Your identifying information

National Insurance number	Not provided	<a href="#">Change</a>
Passport	Not provided	<a href="#">Change</a>
Driving licence	Not provided	<a href="#">Change</a>

#### Regulatory Body membership

Regulatory Body	None	<a href="#">Change</a>
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[Back](#) [Continue](#)

## Declaration

This screen is the declaration. By selecting the checkbox you are declaring that the information you have given is complete and correct, and you understand that to knowingly make a false statement in this application is a criminal offence. You are declaring that you will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

You need to select the checkbox before you can continue with the application.

**Disclosure** SCOTLAND Apply for Scheme Record Update BETA

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## Declaration

I request that a disclosure record be issued to the persons specified in this application in relation to the type(s) of regulated work specified. I understand the following:

- Disclosure Scotland will use the information I have given to verify my identity and to check and process my application. Disclosure Scotland will use this information and any other information relating to my Scheme membership for the purposes of the Scheme, for the prevention or detection of crime and for other related purposes. Disclosure Scotland will continuously monitor and update the information it holds about me.
- Disclosure Scotland may pass the information it holds about me to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the Scheme, the prevention and detection of crime, the apprehension and prosecution of offenders and for other related purposes.

I declare that the information I have given is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

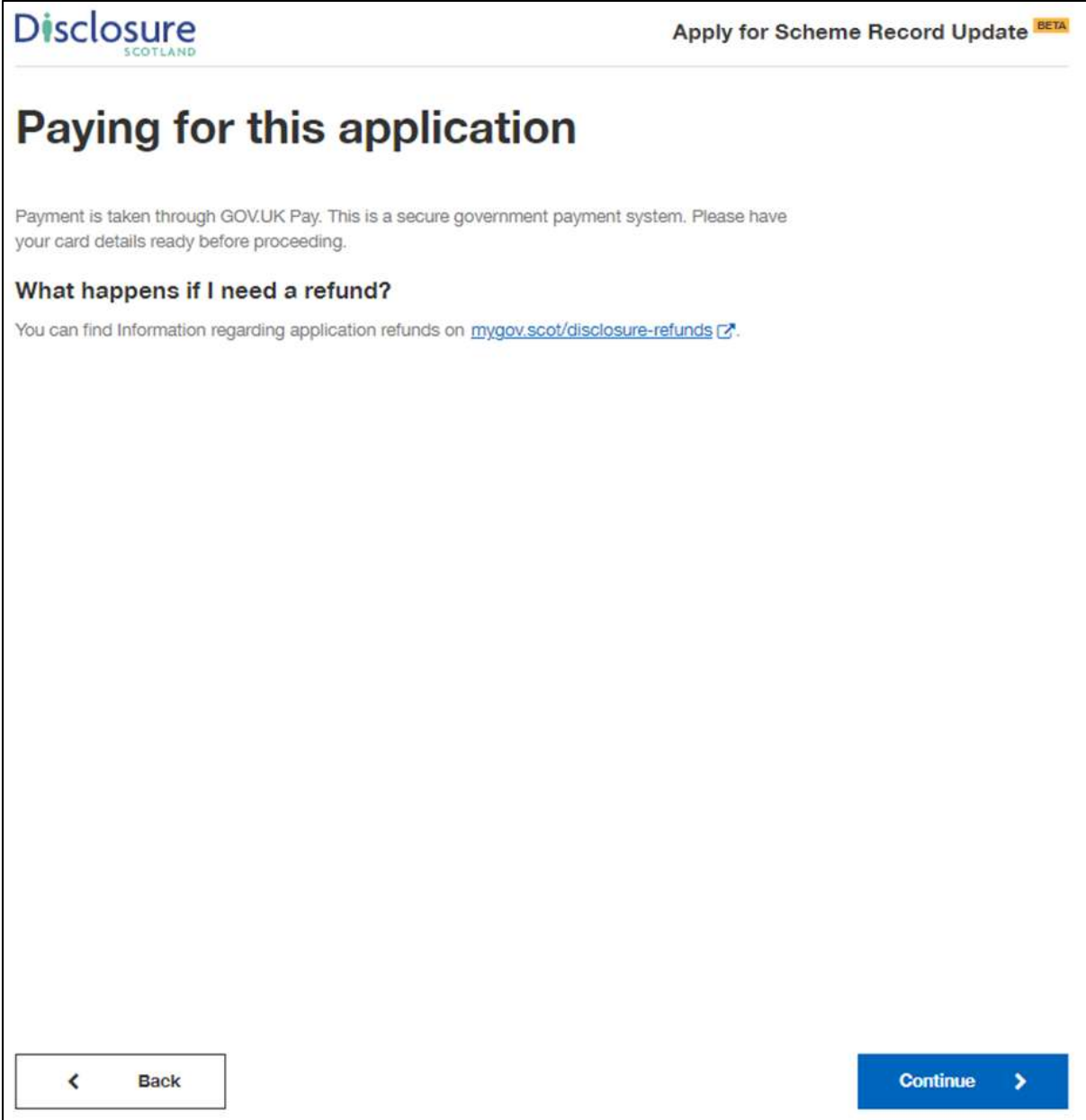
I agree

< BackSubmit >

## Paying for this application

You will be taken to this screen if your organisation selected the option where you are responsible for paying for the application by card. If not, you will be directed to the page - [Thank you for starting this application](#)

This screen explains that payment will be taken through GOV.UK Pay and also has a link to further information on refunds. Selecting 'continue' will take you to the GOV.UK pay screen.



The screenshot shows a web page for 'Disclosure SCOTLAND' with the title 'Apply for Scheme Record Update' and a 'BETA' badge. The main heading is 'Paying for this application'. Below the heading, there is a paragraph explaining that payment is taken through GOV.UK Pay and that users should have their card details ready. A section titled 'What happens if I need a refund?' includes a link to 'mygov.scot/disclosure-refunds'. At the bottom, there are two buttons: a 'Back' button with a left arrow and a 'Continue' button with a right arrow.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

## Paying for this application

Payment is taken through GOV.UK Pay. This is a secure government payment system. Please have your card details ready before proceeding.


### What happens if I need a refund?

You can find Information regarding application refunds on [mygov.scot/disclosure-refunds](https://mygov.scot/disclosure-refunds).

< Back



Continue >

This screen is where you will enter you card details.

 **Disclosure Scotland Payments**

## Enter card details

**Card number**

Accepted credit and debit card types


**Expiry date**  
For example, 10/22

Month    Year

 /

**Name on card**

**Card security code**  
The last 3 digits on the back of the card

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**Billing address**  
This is the address associated with the card

Country or territory

Building number or name and street

Town or city

Postcode

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**Contact details**  
We'll send your payment confirmation here

Email

[Continue](#)

[Cancel payment](#)

**Payment summary**

T00010888 Scheme Record Update

Total amount:  
**£18.00**

This screen asks you to confirm your payment. Select 'Confirm payment' to complete application and payment.

**GOV.UK** Disclosure Scotland Payments

## Confirm your payment

**Payment summary**  
T00010888 Scheme Record Update  
Total amount: **£18.00**

Card number: ●●●●●●●●5100  
Expiry date: 10/22  
Name on card: sample sample  
Billing address: sample, sample, sample, xx1 1xx, United Kingdom  
Confirmation email: sample@sample.co.uk

[Confirm payment](#)  
[Cancel payment](#)

Upon successful payment you will receive a notification to the email address entered on the Disclosure Scotland payment screen.

Wed 16/12/2020 19:36  
GOV.UK Pay <gov.uk.pay@notifications.service.gov.uk>  
Your payment of £18.00 to Disclosure Scotland Payments was successful

To

**GOV.UK**

### Your payment of £18.00 to Disclosure Scotland Payments was successful

Payment for: T00010890 Scheme Record Update  
Reference: T00010890  
Date of payment: 16 December 2020 – 19:35:35

**IMPORTANT:** For email applications please:  
Keep this email, it's your proof of purchase.  
Add the payment reference number found at the top of this email to your application form.  
Send the completed application form to [disclosure-applications@disclosurescotland.gov.scot](mailto:disclosure-applications@disclosurescotland.gov.scot).  
Once we receive your email application we will:  
contact you if we need more information  
process your application once it's complete and post your certificate  
If you're applying through the PVG scheme online portal, please keep this email as it's your proof of purchase.  
This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.

## Thank you for your application

This is your confirmation screen. It lets you know you have successfully submitted your application to Disclosure Scotland.

It will show your unique reference number relating to your application. Please take a note of the reference number as this may be needed in the future.

It also explains what happens next and provides you with contact details for Disclosure Scotland.

There is an opportunity for you to provide feedback on the service.

**Disclosure**  
SCOTLAND

Apply for Scheme Record Update **BETA**

**Thank you for your application**

Your application has been submitted to Disclosure Scotland. Please take a note of the reference number as this may be needed in the future.

Your reference number:

**T00011511**

**What happens next?**

1. Disclosure Scotland will process your application
2. Disclosure Scotland will inform you of the outcome

**Get help**

To check the status of your application, please contact the organisation that invited you to apply.

To speak to someone at Disclosure Scotland:

- call **0300 020 0040** (calls charged at a standard rate, [find out more about charges](#))
- email [response@disclosurescotland.gov.scot](mailto:response@disclosurescotland.gov.scot)

**Give Feedback**

Overall, how do you feel about the service you have experienced today?

Very Satisfied

Satisfied

Neither satisfied nor dissatisfied

Dissatisfied

Very dissatisfied

**Send Feedback** >