



## LAYC Online PVG Process

The PVG application process is now online with Disclosure Scotland. The process is as follows:

- 1) Applicants should download and save this [form](#), and complete the details.
- 2) Once applicants have completed this form, they should email a saved copy 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).
- 3) LAYC will then contact the applicant to arrange a 5-minute online meeting to verify the photo ID. (If this meeting does not take place, or the application does not proceed for any other reason, LAYC will delete all personal data in line with our Secure Handling Policy.)
- 4) LAYC will then process the application and submit to Disclosure Scotland.
- 5) Disclosure Scotland's automatically generated link will be sent to the applicant's email address. The applicant will have 7 days to follow the link and complete the application. **After 7 days this link will expire. Please note, it is the applicant's responsibility to complete the application via this link within 7 days.**

The information you may be required to enter through this link are:

- Any previous names
  - Mother's maiden name
  - Gender
  - Town/Country of Birth
  - Nationality
  - PVG Membership ID
  - National Insurance Number
  - Driving licence number
  - Passport details
  - Telephone number(s)
  - Previous addresses (if you have lived at your current address for less than 5 years)
  - Regulated body information i.e. SSSC
  - For existing members, any changes in details since your last PVG application
- 6) LAYC will notify the organisation when we receive the PVG and a certificate will also be issued to the applicant. Most PVG applications are completed within 14 days. The applicant is responsible for their own certificates as LAYC do not retain copies. The organisation is required to confirm to LAYC via email their intent to recruit the individual.
  - 7) An invoice will be issued by LAYC to those organisations applying for PVG's for a paid role.