

With the introduction of the new PVG Online service, the way you apply for your PVG is changing. Instead of sending us your completed forms along with copies of your ID documents, you will need to submit one of these **short forms** and submit these to our PVG Team along with copies of your ID documents.

Then when we have submitted this, Disclosure Scotland will send you an email with a link to complete the application. Please be sure to look out for this link arriving, as it is only valid for seven days once we have countersigned. After this, the application is disbanded, and we will need to countersign again for you to receive a new link.

Please see below for a guide on completing your section of the application:

## Completing the application

What information the application will ask you for depends on whether you are already a member of the PVG Scheme, or this is your first time applying.

### Before you begin your application, you will need to have ready:

- Details of your address history for the last 5 years (if you are a new applicant) Your National Insurance Number (if you have one)
- Your Passport Number (if applicable)
- Your Driving License Number (full or provisional, if applicable)
- Your GPhC registration number
- Your PVG scheme membership number (if you have applied before) \*

\*If you don't have this, please contact Disclosure Scotland on **0300 020 0040**

## If you are applying for the first time

- First you will be asked to accept Disclosure Scotland's privacy policy and confirm the details we have entered as countersignatories.
- Then, you will be asked to provide your full name and any previous names (please ensure you include all middle names as well)
- You will then be asked for your mother's maiden name, your date of birth and your gender (a link is included for advice on completing the form if you are transgender or non-binary)
- You then need to enter your place of birth, your nationality, and your contact details.
- Then, you need to provide 5 years-worth of address history, including your current address- if you have lived in emergency accommodation you can enter the name of the shelter you lived in, and if you have spent time travelling you can include the town and country where you stayed.

- Once you have completed the address history, you will be shown a message saying, “your address history is complete” and you can continue with the application.
- You should then be asked for your National Insurance number, Passport number and Driving License number if you have these.
- The next step is to enter your regulatory body details- for you this will be your GPhC registration number- if you are fully registered pharmacist this should begin with a 2, and if you are a provisionally registered pharmacist this should begin with a 4. Note- if you are a pre-reg pharmacist you will not have a GPhC number, and you should select the option “I am not a member of any of these regulatory bodies”.
- You will then be taken to a summary of all the information you have entered so far. Please take a minute to ensure all the information you have given is correct, as any incorrect information could delay the processing of your application.
- The last page will then ask you to declare the information you have given is complete and correct. Once you click “I agree” and submit, you will be shown a message that states your application has now been submitted and gives you a reference number. Please take note of the reference number.

### **After Submission**

- Normal time scales for generating certificates once applications have been submitted are approximately two weeks, but in some circumstances, it could take up to six weeks.
- We will also confirm by email when we have received our copy of your certificate