## **Scottish Para-Football Online PVG Application Process Map** Club Secretary or Chile Wellbeing & Protection Officer (CWPO) sends prospective official PVG Request Form Applicant completes the form and sends the completed form and 3 forms of ID to the Club Secretary or CWPO Club Secretary or CWPO sends the completed PVG Request Form and ID to ScottishParaFootballPVG@gmail.com. Scottish Para-Football completes the VSDS online application request form and submits to Volunteer Scotland Volunteer Scotland inputs the data into the PVG online application portal A link is automatically generated and sent to the applicant to complete the application process within 7 days Official completes the application within the 7 days Link is now invalid and applicant must resubmit the PVG request form and ID to the club secretary or SPO and process starts over Certificates issued to Volunteer Scotland and the again applicant. Volunteer Scotland then forwards on the certificates to Scottish Para-Football