



WE DISCOVER, WE GROW

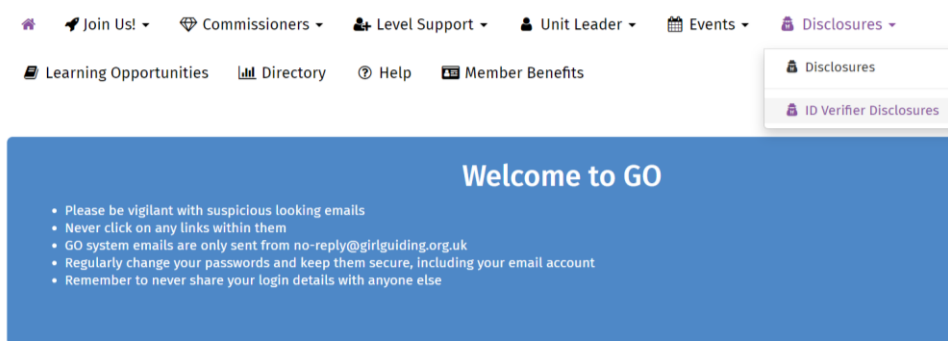
Girlguiding

A guide on PVG for Scotland

This guide is for the use of ID verifiers in Scotland to assist with processing PVG applications.

Important note: Before you begin carrying out PVG ID checks, your local commissioner will need to assign you to the relevant volunteers. Once they have done so, you will be able to see the volunteers that need verifying within your list.

1. Once you have logged into GO please click on > Disclosures > ID Verifier Disclosures:



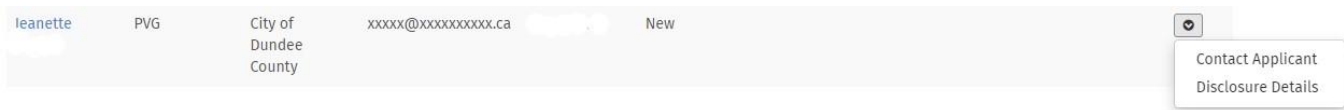
2. You will then see the list of all the volunteers checks that need verifying:

Home / Disclosures / ID Verifier Disclosures

ID Verifer Disclosures

| Applicant | Type ↑ | Level | E-mail (Applicant) | ID Verifier | Disclosure State | Disclosure Date | Disclosure Number | Valid Until | Actions |
|-----------|-----------|----------------------------|---------------------|-------------|------------------|-----------------|-------------------|-------------|----------|
| Jeanette | Access NI | Armagh County | xxxxx@xxxxxxxxxx.ca | [REDACTED] | New | | | | [Action] |
| Isabella | DBS | Greater London Kent County | xx@xxx.ca | [REDACTED] | New | | | | [Action] |
| Jeanette | PVG | City of Dundee County | xxxxx@xxxxxxxxxx.ca | [REDACTED] | New | | | | [Action] |

3. From the actions arrow on the right, you will be given two options:



Verify process:

4. To verify an applicant’s ID, click into the **Disclosure Details** option.

In this pop-up window, you can see the applicant’s details held on their GO record. If **any** of their personal details are incorrect, please update this on **their GO record** as you are unable to update it in this window.

View Details

[Update](#)

Disclosure Information

| | | | |
|--------------------------|--|----------------------------|--|
| Form Number | <input type="text"/> | ID Verifier | <input type="text"/> |
| Disclosure Type * | <input type="text" value="PVG"/> | Date Sent | <input type="text"/> |
| Applicant * | <input type="text" value="Jeanette"/> | Date Received | <input type="text"/> |
| Level * | <input type="text" value="City of Dundee County"/> | Valid Until | <input type="text"/> |
| Disclosure Number | <input type="text"/> | Counter Signed Date | <input type="text" value="30/3/2021 11:16"/> |
| Disclosure Date | <input type="text"/> | Disclosure State | <input type="text" value="New"/> |
| Counter Signatory | <input type="text"/> | | |

5. Scrolling to the bottom of this window to the heading **ID Verification**. Here you can enter and verify the ID that you have seen:

Home / Disclos

ID Verif

Applicant

- Jeanette Waller
- Isabella Mcleod
- Isabella Mcleod

ID Verification

| | | | |
|-------------------------------------|----------------------|---------------------------------|----------------------|
| ID Document 1 (photographic) | <input type="text"/> | ID Document 1 issue date | <input type="text"/> |
| ID Document 2 | <input type="text"/> | ID Document 2 issue date | <input type="text"/> |
| ID Document 3 | <input type="text"/> | ID Document 3 issue date | <input type="text"/> |
| PVG Membership Number | <input type="text"/> | | |

Until Actions

-
-
-

Important Tips to avoid delays:

- A. To avoid processing delays please ensure that you are specific in typing out the ID document name and type, this will save us from querying this later. For example, ‘**letter confirming address**’ would not be acceptable. Please specify **where the letter is from** i.e. bank, NHS, government...
- B. When inputting the document issue dates, please make sure that these are the **original dates** that the documents were first issued. **Do not enter the date you verified them** as this is incorrect and we will need to query this further, which will delay the check process.

PVG Membership Number:

- 6. The PVG membership number box enables Girlguiding HQ to see the type of application that needs to be submitted.

If a volunteer is **already part of the PVG update scheme**, then they will have a PVG membership number that needs to be entered here. This number begins with a 1 or 2 and is 16 digits long.

PVG Membership Number

Important: Please do not enter their Girlguiding membership number as this is incorrect.

If there is **no number and the box is empty**, then we will submit a new joiner application

If there is a **PVG number and the format of this is correct**, we will submit an existing member application

- 7. Please enter the date you completed the ID check in the area below at the foot of the page.

I confirm that on the following date I verified three forms of identity (including one that is photographic) to confirm the applicant’s Name, Date of birth and Current address and this matched the information recorded on their GO record. I confirm the above information is complete and correct

ID Check Done

- 8. Once all the steps have been completed, please scroll to the top of the page, and click **UPDATE**.

View Details

[Update](#)

Disclosure Information

| Form Number | ID Verifier |
|-------------|-------------|
|-------------|-------------|