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| **10 step - Online PVG Application Process** |
| **Step 1** | Club recruit applicant to undertake regulated work e.g. junior coaching. |
| **Step 2** | Self-declaration form completed by applicant with this form retained by the club. |
| **Step 3** | Club downloads and completes Online PVG Application form (available from the Useful Documents section of PVG guidance on the Cricket Scotland website) and returns via email to disclosures@cricketscotland.com  |
| **Step 4** | Cricket Scotland sends application to Volunteer Scotland who forward to Disclosure Scotland. |
| **Step 5** | Disclosure Scotland will send a link to the applicant.**\*** The applicant must use this link within 7 days. |
| **Step 6** | Applicant completes personal information via email link.  Applicant information submitted directly to Disclosure Scotland. |
| **Step 7** | Disclosure checks undertaken by Disclosure Scotland. |
| **Step 8** | Certificate issued to Volunteer Scotland and the applicant. |
| **Step 9** | Volunteer Scotland issue certificate to Cricket Scotland |
| **Step 10** | Cricket Scotland email PVG result to club |