

Existing PVG Member

- First you will be asked to accept Disclosure Scotland's privacy policy and confirm the details we have entered as countersignatories, and then enter your PVG membership number.
- Then, you will be asked to provide your full name and any previous names (please ensure you include all middle names as well)
- You then need to enter your date of birth, your contact details, and your current address.
- You should then be asked for your National Insurance number, Passport number and Driving Licence 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. Note- if you are a Foundation Trainee 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 be in touch if we have further information.
- We will also confirm by email when we have received our copy of your certificate.