

Enhanced DBS checks for football

Guidance Notes for Applicants



The FA takes the welfare of children seriously and checks are required to ensure that those who work or volunteer with children are suitable to do so.

On 1 December 2012 the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to form the Disclosure & Barring Service (DBS).

This form can only be used to apply for a Enhanced criminal records check (CRC) through the Disclosure & Barring Service (sometimes called DBS check or Enhanced Certificate).

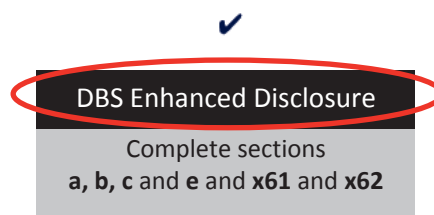
The FA will receive information following the checking process and it is important that you read this statement before continuing with the application.

By completing a DBS Enhanced Disclosure application, you are allowing The FA to have sight of any criminal record or non conviction information that is held and released by the Police via the DBS process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the DBS Code of Practice, The FA may disclose this information to those involved in making a suitability decision. The FA may use any or all of this information to help decide your suitability to be involved with children or vulnerable adults in football.

Note: The FA requires everyone who works or volunteers in children's football and regularly cares for, trains, supervises or is in sole charge of children to apply for an FA DBS Enhanced Disclosure.

Filling in the Form

Read the guidance on the front page of the purple *Application Form* and the tips inside these Guidance Notes.



Note:
If you answer 'Yes' to a question in a yellow box you **MUST** complete the sections that follow.

a applicant's details

Record your full name, gender, date and place of birth and other information relating to your personal documentation.

You will be asked to provide original documentation to confirm many of the details in this section. If you answer YES to questions 20, 22 or 24 you should provide the relevant ID documents to confirm this.

b current address

You are required to provide original ID to verify your current address.

c other addresses

If your address history is complex you can use continuation sheets which can be downloaded from www.gov.uk/dbs

If you have travelled abroad with no fixed abode, you must provide each country in which you stayed and the entry and exit dates. In this case, the country and dates boxes are the only mandatory fields.

d

Do NOT complete.

e

Complete and sign this section.

w evidence of identity

Do NOT write in this section.

x Apply for a DBS check

Complete x61 and x62.

All other questions within Sections x, y and z are for Registered Body use only.

60 not used	D O N O T U S E
61 position applied for	C H I L D W O R K F O R C E
	F O O T B A L L C O A C H
62 organisation name	A 2 B J U N I O R S F C

Applicant's checklist

Refer to the applicant's checklist on the front of the purple Application Form.

If you have used a continuation sheet, include your name and date of birth so that it can be matched to your application form.

Verification of ID

To meet the DBS **revised** ID verification requirements, GBGroup (formerly TMG CRB) requires all applicants to provide documents meeting the **Route 1** criteria below. Where applicants cannot meet **Route 1** requirements, **Route 2** should be followed. If **Route 2** criteria cannot be met **Route 3** should be followed. Fingerprints will be required for applicants unable to satisfy the three routes specified below. Note: all non UK/non European Economic Area (EEA) Nationals must have their identity validated via **Route 1**.

ID verification options

ID requirements	Route 1	Route 2	Route 3
	One <i>Group 1</i> document plus Two documents from <i>Group 1</i> or <i>2a/b</i>	One <i>Group 2a</i> document plus Two documents from <i>Group 2a/b</i> plus External ID validation service	Birth Certificate (UK and Channel Islands) plus One <i>Group 2a</i> document plus Three <i>Group 2a/b</i> documents
<p>Full details of external ID validation service can be found at IDvalidation.onlinedisclosures.co.uk All non-EEA Nationals should be validated via Route 1 only.</p> <ul style="list-style-type: none"> • One document, must confirm current address • One document must confirm date of birth • ID must be provided to confirm name changes e.g. marriage certificate, deed poll, where available. 			

Group 1 Documents

Current Valid Passport
Full or provisional Photocard Driving Licence (UK, Channel Islands, Isle of Man and EU), with counterpart where issued (please note some European countries do not issue counterparts)
Birth Certificate (UK and Channel Islands) issued at time of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
Adoption Certificate (UK and Channel Islands)
Biometric Residence Permit (UK)

Group 2a Documents

Full or provisional Photocard Driving Licence (all countries) where a counterpart has been issued but no counterpart presented)
Full or provisional paper version Driving Licence (non-photo) (UK, Channel Islands, Isle of Man and EU)
Birth Certificate (UK and Channel Islands) issued after date of birth
Fire Arms Licence (UK, Channel Islands and Isle of Man)
HM Forces ID Card (UK)
Marriage/Civil Partnership Certificate (UK and Channel Islands)

Group 2b Documents - documents printed from the internet are not acceptable

Less than 3 months old	Less than 12 months old	No age limit
Bank/Building Society Statement (UK and Channel Islands or EEA) Utility Bill - mobile phone bill not acceptable (UK) Credit Card Statement (UK or EEA) Benefit Statement e.g. Child Benefit or Pension Document from Government Agency/ Local Authority giving entitlement (UK and Channel Islands) e.g. from Department for Work and Pensions, the Employment Service or HMRC Bank/Building Society Account Opening Confirmation Letter (UK)	Mortgage Statement (UK or EEA) P45/60 Statement (UK and Channel Islands) Financial Statement, e.g. pension, endowment, (UK) Tax Statement (UK and Channel Islands)	EU National ID Card - must still be valid Letter from Head Teacher or College Principal (16/19 year olds in full time education at the time of application) Letter of sponsorship from future employer provider (non UK/non EEA only) – for applicants residing outside the UK at the time of application. Must still be valid. Work Permit/Visa (UK) - valid until expiry date Cards carrying the PASS accreditation logo - must still be valid

Payment

	Volunteer	Non-Volunteer
DBS Enhanced Disclosure	£20	£64 (£44 Government charge)

Payment

A volunteer is defined as *a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.*

An applicant must not receive any fee or payment or be on a work placement or course that requires them to do this role. Payment will be required at a later date if you inappropriately apply as a volunteer.

Please include a cheque payable to FA CRB with your application.

Returning your Application Form

1. You can either give the following documents to the Club Welfare Officer or the County FA Document Verifier. Those working in Football League clubs must return their documents to the FL CPO.

- Completed Application Form
- Original Identity Documents (by submitting your application using Route 2 ID documents, you are consenting to the external ID validation service)
- Payment (cheques payable to FA CRB)

Or:

2. Return your Application Form direct to The FA CRB

You must have your documents verified face-to-face at the Post Office. A fee will be charged at the Post Office for this service (currently £7.15). Take three original documents together with a clear and legible photocopy of each document into the Post Office, together with the Post Office ID checking service form (P6582) (available to download at www.postoffice.co.uk).

The Post Office counter staff will check each document against the original, date and sign each photocopy and stamp with the words 'this copy is a true likeness of the original' on each document. They will give you back all your documents and provide you with a receipt.

Please note: to use the Post Office ID checking service, at least one document must be provided from the Group 1 or Group 2a list of documents only. Please also note that due to Crown copyright, birth/adoption/marriage certificates cannot be used for this service.

To find out more and locate a Post Office near you that provides this service, visit: www.postoffice.co.uk/branch-finder and select the Document Certification Service from the list of products and services.

Before sealing the envelope please check that you have included:

- Your completed form
- Your certified identify Documents and the Post Office ID Checking form (P6582)
- Payment (cheques made payable to FA CRB)

What happens next?

The FA CRB will check the form for accuracy and, where necessary, further validate your identity using the external ID validation service before submitting to the DBS electronically via e-Bulk. The FA's Online Safeguarding Service will be updated to show your application has been received and is in progress.

A copy of the DBS Enhanced Disclosure Certificate will be sent to your home address.

Once all the checks are complete The FA's Online Safeguarding Service will be fully updated.

T: 0845 210 80 80

E: FAchecks@TheFA.com

W: www.TheFA.com/footballsafes

Address: The FA CRB, GBGroup, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP