



DBS Update Service Guidance Notes for Applicants

The FA Criminal Records Check (CRC)

How does this work?

Since June 2013 the Disclosure and Barring Service (DBS) Update Service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online, meaning they may never have to apply for a new criminal records check.

To use the DBS Update Service for your role with The FA you must have:

- applied for the Criminal Records Check (CRC) with The FA CRB after 17 June 2013
- registered the Disclosure Certificate with the DBS Update Service by creating an online account on gov.uk paying the annual subscription of £13 (free for volunteers)

Can I renew my FA CRC automatically?

Yes, you can now have life-time renewals of your FA CRC which means you will not need to reapply every three years.

To take advantage of this you will need to:

- Register your CRC with The Disclosure and Barring Service (DBS) within 19 days of issue
- Complete a consent form authorising The FA to carry out annual status checks
- Inform The FA Criminal Records Body who administer the checks, enclosing a signed copy of the consent form or email a scanned copy to FAChecks@TheFA.com

Once registered for this service, The FACRB will make annual checks on your CRC status for as long as you remain in football.

How much does it cost?

A fee of £10 covers the administration for 'lifetime' Criminal Records Status Checks. Cheques should be made payable to FACRB or call 0845 210 8080 to pay by card

What happens next?

- FACRB will validate the Disclosure record and liaise with applicant where further information is required
- FACRB will update The FA's records accordingly and schedule the Disclosure for annual status checks

What information does the Status Check provide?

The outcome of a valid Status check will be one of the following:

- **The Certificate did not reveal any information and remains current as no further information has been identified since its issue.** This means that the individual's Certificate contains no criminality or barring information and no new information is available
- **The Certificate remains current as no further information has been identified since its issue.** This means that the individual's Certificate did contain criminality or barring information and no new information is available
- **This Certificate is no longer current. Please apply for a new DBS check to get the most up to date information.** This means that the individual's Certificate should not be relied upon as new information is now available and you should request a new DBS check
- **The details do not match those held at DBS. Please check and try again.** This means the individual did not subscribe to the Update service; or the DBS certificate has been removed from the Update Service; or the information entered is incorrect

Further information on DBS Update Service can be found at www.gov.uk/dbs-update-service

Before sending to FACRB, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP or by email to FAChecks@TheFA.com

Checklist:

Have you enclosed or attached to email?	<input checked="" type="checkbox"/>
Signed Consent Form	<input type="checkbox"/>
Cheque for £10 payable to FACRB or contact details to take payment over the phone	<input type="checkbox"/>