FA CRB County Applicant Guidance

How do I get started?

Go to https://gbg.onlinedisclosures.co.uk and select **REGISTER** from the login screen and enter the information requested, including:

Org PIN 102281

Org name 1Liverpool CFA

Secret word Mersey

Once registered you can then login using the above organisation PIN, your email address and password created as part of the registration process and commence your online CRB application. You will be asked for your National Insurance, Passport and Driving Licence numbers so please ensure you have this information ready.

Please ensure you provide your FAN in the Personal Reference Number field provided (if known).

Once completed and submitted you are required to provide proof of identity to your County FA Verifier Officer in support of your application. A list of County FA Verifiers is visible within the application. All Identity Documents (ID) must be original. The list of acceptable ID and an ID selection tool form part of the online application.

What happens next?

The County FA Verifier will verify your original Identity Documents (ID) and submit the application to The FA CRB where the application will be validated before progressing to the CRB for further processing. Upon completion, the CRB will issue you with a copy of the CRB Disclosure. The FA CRB will update their records and forward the Disclosure result to The FA.

How much does it cost, how do I pay?

Volunteer[1] fee: £10

Non-volunteer fee: £54

[1] 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.

Non-club based roles: liaise with your County FA Verifier to confirm payment method. The County FA may ask you to pay online as part of the application process. If so, payment is via PayPal (credit and debit cards accepted). Payment is made once the verification process is complete. You can choose to pay later but your application will not be submitted for processing until payment has been made.

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Use of CRB Enhanced Disclosure information by The FA

By completing an online CRB Enhanced Disclosure application the applicant is allowing The FA to have sight of any criminal record or non-conviction information that is held and released by the Police via the CRB process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the CRB 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 on your suitability to be involved with children or vulnerable adults in football.

Is it secure?

Yes. The online service is tested, approved, audited and used by several government departments. Information security management: UKAS accredited, ISO 27,001:2005.

Should you require any further information regarding The FA CRB online service please email FAChecks@TheFA.com or ring 0845 210 8080.

The FA CRB team