



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 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.

**Application form**

DBS

Disclosure & Barring Service

Form Ref: [ ]

PD Box 110, Liverpool L69 3EF

775417

This form can be used to apply for a Disclosure and Barring Service (DBS) check. APPLICANTS MUST COMPLETE SECTIONS A, B, C AND D ONLY. DO NOT COMPLETE SECTIONS E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z. If you require help in completing the form, you can call the DBS on 0800 90 90 911, visit our website on [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service) or talk to the person who provided you with this form. Failure to complete this form correctly will delay your application.

Applicants need not enter names relating to their previous gender, but must contact the Sensitive Team on [sensitive@dbsonline.gov.uk](mailto:sensitive@dbsonline.gov.uk) if this option is to be exercised.

**USEFUL TIPS**

- Use BLACK INK throughout.
- Use CAPITAL LETTERS when completing the form.
- Complete all sections marked as **REQUIRED**. If you do not, your form will be returned unprocessed and this will delay your application.
- Write clearly and insert only one character in each box.
- Put a line through a mistake, and correct it to the right.
- Mark choices in the box with a cross (X).
- Keep your registration within the box provided.
- Provide all addresses where you have lived in the last 10 years. If you have lived overseas within this period please include those addresses.

**DO NOT WRITE**

- Write over the edges of each box.
- Place stamps or stickers on the form.
- Staple anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable. Please leave it blank.

**Before you start**

- Completed all the **REQUIRED** sections, highlighted in yellow in sections A, B and C.
- Provided all the addresses where you have lived in the last 10 years.
- Signed the declaration in section A.

**Now pass the following to the person who provided you with this form:**

- Application form.
- Identity documents.
- Registration details (if you have used one and available from [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)).
- Payment (if you have been asked to provide this).

**Important notes**

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies to ascertain with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is identified, they may be referred to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on this application form may be used to verify your identity for authentication purposes.

ONLY COMPLETE SECTIONS A, B, C AND D ONLY

ONLY COMPLETE SECTIONS E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

### DBS Enhanced Disclosure

Complete sections  
**a, b, c and e and x61 and x62**

#### 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](http://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 declaration by the applicant**

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.

**x apply for a DBS check**

60 not used DO NOT USE

61 position applied for SPORTS COACH

62 organisation name AI SPORTING CLUB

**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, 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 <i>plus</i> Two documents from <i>Group 1</i> or <i>2a/b</i>	One <i>Group 2a</i> document <i>plus</i> Two documents from <i>Group 2a/b</i> <i>plus</i> External ID validation service	Birth Certificate (UK) <i>plus</i> One <i>Group 2a</i> document <i>plus</i> Three <i>Group 2a/b</i> documents
Full details of external ID validation service can be found at <a href="http://IDvalidation.tmgcrb.co.uk">IDvalidation.tmgcrb.co.uk</a>			
<ul style="list-style-type: none"> <li>One document must confirm current address</li> <li>One document must confirm date of birth</li> <li>Where available, ID must be provided to confirm name changes e.g. marriage certificate, deed poll.</li> </ul>			

## Group 1 Documents

Current Valid Passport
Birth Certificate (UK or Channel Islands) issued within 12 months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
Photocard Driving Licence (UK, Channel Isles, Isle of Man, full or provisional) <b>accompanied by associated counterpart</b> licence
Biometric Residence Permit (UK)

## Group 2a Documents

Non-photo, old style Driving Licence (UK, Channel Isles, Isle of Man)	HM Forces ID Card (UK)
Current non UK Photo Driving Licence (valid for 12 months from applicant entering UK)	Adoption Certificate (UK and Channel Islands)
Birth Certificate (UK or Channel Islands) issued 12 months after date of birth	Marriage/Civil Partnership Certificate (UK)
Fire Arms Licence (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 or EEA)	Mortgage Statement (UK or EEA)	EU National ID Card
Utility Bill (UK), electricity, gas, water, telephone. (mobile phone bill <b>not</b> acceptable)	P45/60 Statement (UK and Channel Islands)	Bank/Building Society Account Opening Confirmation Letter (UK)
Credit Card Statement (UK or EEA)	Financial Statement (UK), e.g. pension, endowment, ISA (UK)	Letter from Head Teacher or College Principal (16 - 19 year olds in full time education at the time of application)
Benefit Statement e.g. Child Allowance	Council Tax Statement (UK and Channel Islands)	Letter of sponsorship from future employer provider (non UK/non EEA only) – for applicants residing outside the UK at the time of application
Document from Government Agency/ Local Authority giving entitlement (UK and Channel Islands) e.g. from Dpt of Work and Pensions, Customs and Revenue, Job Centre.	Work Permit/Visa (UK) (UK Residence Permit)	



## 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

If you are sending original ID documents, please note The FA CRB takes great care of all documentation but cannot be held liable for any loss in transit. We strongly recommend, therefore, that you send documentation by Royal Mail Special Delivery. Please also enclose a pre-paid Special Delivery envelope, available to purchase from a Post Office. Failure to do so will mean your documents are returned by 2nd Class post.

Before sealing the envelope please check that you have included:

- ☐ Your completed form
- ☐ Your original identity documents - photocopies are **not** acceptable
- ☐ Any continuation sheets where appropriate
- ☐ Pre-paid Special Delivery envelope
- ☐ 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](http://www.TheFA.com/footballsafes)

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