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.

The form can only be used to apply for a DBS Enhanced Disclosure.

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 Enhanced Disclosure.

Your Club can now apply for FA DBS Enhanced Disclosures online. The online service is quicker, easier and cheaper than paper applications. To register to use the online DBS application service email FAChecks@TheFA.com

Step One

Preparing the Applicant

✔ Make sure the check is necessary and required by The FA. Use the website and Helpline if you are unsure who needs a DBS Enhanced Disclosure for Football.
✔ Check the applicant is a volunteer. See page 4 for the definition of volunteer. This affects the price of the application.
✔ Give the applicant the new purple Application Form and the Guidance Notes for Applicants.
✔ Ask the applicant to read The FA statement on page 1 of the Guidance Notes for Applicants. This explains how The FA will use the information released to them following the checking process.
✔ Tell the applicant a DBS Enhanced Disclosure is being requested and ask them to complete the relevant parts of the form.
✔ The applicant may need Continuation Sheets for their address or name history. Please offer these.

The information below confirms which sections of the form the applicant is required to complete.

Note:
If they answer ‘Yes’ to a question in a yellow box they MUST complete the sections that follow.
Step Two
Checking the Application Form and Confirming Identity.

Ensure the Applicant has completed the form fully and correctly. Please refer to full details on page three of these guidance notes.

You must check the identity of the applicant from the list of approved documents. This is vital to the application process and the integrity of the checks carried out by the DBS. Only original documentation should be provided by the applicant. Do not accept photocopies or documents downloaded from the internet. A full list of acceptable ID documentation is available overleaf.

As Club Welfare Officer, Football League Child Protection Officer or CFA Document Verifier, you must also complete the following:

a. applicant’s details

You are required to verify sufficient ID to confirm all the details provided by the applicant in section a and record the details on the Identity Document (ID) Form.

Once you have done this, complete the box located in section a of the Application Form and complete the Identity Document (ID) Form provided.

Only put a cross in the boxes if you have verified the information provided by the applicant against authorised ID.

b. current address

You are required to confirm the current address provided in section b using identity documents provided by the applicant.

W. evidence of identity

Where the true identity of the applicant cannot be established via Route 1, 2 or 3, you should cross ‘no’. The applicant will then be required to provide fingerprints to verify identity.

This section must be filled out in tandem with the verification boxes contained in sections a and b and the Identity Document (ID) form.

x. Section x (apply for a DBS check)

Ensure the details in section x are correct.
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

<table>
<thead>
<tr>
<th>ID requirements</th>
<th>Route 1</th>
<th>Route 2</th>
<th>Route 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Group 1 document plus Two documents from Group 1 or 2a/b</td>
<td>One Group 2a document plus Two documents from Group 2a/b plus External ID validation service</td>
<td>Birth Certificate (UK) plus One Group 2a document plus Three Group 2a/b documents</td>
<td></td>
</tr>
</tbody>
</table>

Full details of external ID validation service can be found at IDvalidation.tmgcrb.co.uk

- One document must confirm current address
- One document must confirm date of birth
- Where available, ID must be provided to confirm name changes e.g. marriage certificate, deed poll.

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) accompanied by associated counterpart licence

Biometric Residence Permit (UK)

Group 2a Documents

Non-photo, old style Driving Licence (UK, Channel Isles, Isle of Man)

Current non UK Photo Driving Licence (valid for 12 months from applicant entering UK)

Birth Certificate (UK or Channel Islands) issued 12 months after date of birth

Fire Arms Licence (UK and Channel Islands)

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

<table>
<thead>
<tr>
<th>Less than 3 months old</th>
<th>Less than 12 months old</th>
<th>No age limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank/Building Society Statement (UK or EEA)</td>
<td>Mortgage Statement (UK or EEA)</td>
<td>EU National ID Card</td>
</tr>
<tr>
<td>Utility Bill (UK), electricity, gas, water, telephone. (mobile phone bill not acceptable)</td>
<td>P45/60 Statement (UK and Channel Islands)</td>
<td>Bank/Building Society Account Opening Confirmation Letter (UK)</td>
</tr>
<tr>
<td>Credit Card Statement (UK or EEA)</td>
<td>Financial Statement (UK), e.g. pension, endowment, ISA (UK)</td>
<td>Letter from Head Teacher or College Principal (16 - 19 year olds in full time education at the time of application)</td>
</tr>
<tr>
<td>Benefit Statement e.g. Child Allowance</td>
<td>Council Tax Statement (UK and Channel Islands)</td>
<td>Letter of sponsorship from future employer provider (non UK/non EEA only) – for applicants residing outside the UK at the time of application</td>
</tr>
<tr>
<td>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.</td>
<td>Work Permit/Visa (UK) (UK Residence Permit)</td>
<td></td>
</tr>
</tbody>
</table>
Step Three

Payment

<table>
<thead>
<tr>
<th></th>
<th>Volunteer</th>
<th>Non-Volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBS Enhanced Disclosure</td>
<td>£20</td>
<td>£64 (§44 Government charge)</td>
</tr>
</tbody>
</table>

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 the applicant inappropriately applies as a volunteer.

Step Four

Make sure any Continuation Sheets or Submission record sheets are clearly marked with applicant name(s) and relevant F number(s). F numbers are found on the Application Form.

Forward the application to The FA CRB using the address label provided. If you do not have an address label the address is below with the contact details.

Have you included?

- [ ] Application Form
- [ ] Identification Document (ID) Form
- [ ] Continuation Sheets if used
- [ ] Payment (Cheques made payable to FA CRB)

What happens next?

The FA CRB will check the form for accuracy and further validate your identity using the external ID validation service, where necessary, before submitting to the DBS electronically via e-Bulk.

The FA’s Online Safeguarding Service will be updated to show the application has been received and processed. The FA recommends Clubs make full use of The FA Online Safeguarding Service to ensure all checks are completed and satisfactory.

For more information about responsible recruitment, go to www.TheFA.com/footballsafe

T: 0845 210 80 80
E: FAchecks@TheFA.com
W: www.TheFA.com/footballsafe
Address: The FA CRB, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP