

GUIDELINES FOR CLUB WELFARE OFFICERS WHEN CHECKING APPLICANTS' FORMS



▪ Step 1: Decide who needs to be checked

This should be everyone involved in the club who has access to children through their work in the club.

▪ Step 2: Distribute the forms to the applicants

- Give everybody a Disclosure application form
- Give everyone The FA CRB Unit guidelines. Tell them that they must follow the guidelines carefully
- Ask club members to complete the form and return it to you together with **their three original identifying documents and a cheque or postal order for £12 or £48 payable to FA CRB**. Give them a deadline of 28 days

▪ Step 3: Checking the forms

When the forms come back please check the following basic points:

- Have they used a **black** pen? If not, they will have to complete the form again.
- Have they used CAPITAL letters? If not, they will have to complete the form again.
- Have they used correcting fluid? If so they will have to complete the form again.

Box A

- Have they entered their full address including the postcode?
- Have they been at their current address for five full years? If not go to Section D and check that they have put in their previous address(es). **We need a continuous five years address history**
- If they have moved more than twice in the last five years they need to give you their other addresses. They can use the special continuation sheet provided for this or they can just write them on a blank piece of paper
- Have they entered their National Insurance number?

Box C

- If they are a Ms, please ensure that they enter their surname at birth even if it has not changed
- If they are a Mrs in Section A, Item 1, please ensure they have entered their surname at birth. Check against birth certificate if provided
- Make sure they have provided details of where they were born and a contact telephone number. Check place of birth against birth certificate if provided.

Box H

- Have they signed in both boxes on lines 68 and 69?

▪ **Step 4: Checking documents and filling in Section X**

➤ **Club members must show you three original identity documents (IDs). All documents that cannot be logged in Section X MUST be logged on the additional identity sheet. A copy of this sheet is provided in the pack. Please photocopy as required, or e-mail crb@TheFA.com for an electronic version.**

The following combinations of documents are acceptable:

- ❖ Three IDs from *Group one*
- ❖ A total of three IDs, of which at least one is from *Group one*
- ❖ Five IDs from *Group two*

All documents must be in the applicant's current name as recorded in Section A of the application form.

At least one document must confirm the applicant's date of birth as recorded in Section A of the application form.

At least one document must confirm the applicant's current address as recorded in Section A of the application form.

Group 1

- Valid passport (any nationality)
- UK driving licence, photocard or paper (a photocard is only valid if accompanied by the counterpart licence)
- UK birth certificate, full or short form, issued within 12 months of the date of birth
- UK firearms licence

Group 2

- Marriage certificate
- UK birth certificate, full or short form, issued after 12 months of date of birth
- P45/P60 statement less than 12 months old
- Bank or building society statement (not internet bank statements) less than three months old (only one document per supplier accepted)
- Utility bill, for example electricity, gas, water, phone, less than three months old (only one document per supplier accepted)
- TV licence

Group 2 (contd.)

- Credit card, storecard, mail order catalogue statement less than three months old (only one document per supplier accepted)
- Mortgage statement less than 12 months old
- Insurance certificate
- Certificate of British nationality
- British work permit or visa less than 12 months old
- Correspondence or a document from the Benefits Agency, the Employment Service, the Inland Revenue or a local authority less than three months old
- Financial statement, for example pension, endowment, ISA, less than 12 months old
- Vehicle registration document
- Court summons less than 12 months old
- NHS card
- Addressed payslip less than three months old
- National Insurance number card
- Exam certificate, for example GCSE, NVQ
- Child Benefit book less than 12 months old
- Connexions card

For all documents:

- Check that any photo on the documents is not damaged, looks like the person concerned and is of a normal size for that document
- Check that the names on the documents are those normally used by the person and are the same as those given in Section A
- Check that there are no signs of tampering such as altered names or peeled back laminates. Do not accept damaged documents. Some limited wear and tear, however, is natural on paper documents

Passports

- These can be from the UK or from other countries
- Do not accept it if it is out of date
- Enter the passport number, nationality, date of birth and date of issue in Section X. These details are found on the last page of British passports
- If someone has a passport from a different country and you are unsure how to proceed please contact The FA CRB Unit for advice. Contact details are given at the end of this sheet

Photo driving licence – Counterpart and card must both be seen

- Only accept UK driving licence, the UK being England, Wales, Scotland, Northern Ireland and Isle of Man. Any other driving licence cannot be accepted
- **Check that the name and address on the licence tallies with the address given in Section A. If it does not then it is not a valid piece of evidence**
- Enter the driving licence number - point 5 on the photo card
- Enter the date of birth - point 3 on the photo card
- Enter the date from which the licence is valid - point 4a on the photo card
- Put a cross to say you have seen a photo card driving licence
- Cross the box if the driving licence is from the UK

For a paper driving licence please ensure that all details are entered as above and put a cross to say you have seen a paper driving licence.

Birth certificates

- Hold the document up to the light. There should be a water mark visible
- Enter the date of birth, date of issue and country of birth if not the UK
- Non-UK birth certificates must be written in English, or an official translation must be provided

Marriage certificate

- Check that the name is the same as the name given in Section A or tallies with a previous name in Section C
- Enter the date of marriage

P45, P60

- Check that the name and address are the same as those in Section A
- Enter the NI number in the box provided

Finishing Section X

Put a cross on Line 15 if you have seen and checked documents against their current address.

Write your name in block capitals and **black** ink on Line 16 where it says 'Evidence seen and checked by'.

DO NOT FILL IN SECTION Y

Give the club members their documents back.
Complete the list of club members submitting forms and return it to us.

▪ **Step 5: return the forms to us**

Send the following to The FA CRB Unit using the reply label:

- Completed forms
- Additional identity sheets if required
- Payment (cheques and Postal Orders made payable to **FA CRB**)
- List of club members

A reply label is provided, and The FA CRB Unit's address is on the top left hand corner of every Disclosure application form.

What happens next?

The FA CRB Unit will process the forms and approximately six to eight weeks later the applicant will receive a copy of their own Disclosure certificate. A copy will also be sent to The FA CRB Unit.

The FA will review Disclosures. Nobody in the club has the right to ask to see any member's Disclosure. The FA will advise your club who is accepted.

Certificates with a history of offending will be referred to The FA CRB Unit panel for discussion and possibly to Case Management for further enquiries. The FA is very fair and only considers those offences which could be considered significant or relevant to the care of children. Such offences include sexual offending, violence and drug dealing.

When The FA has made a decision about the Disclosure certificates from your club we will write and tell you the names of those who have a Disclosure certificate that is acceptable to The FA. We are not allowed to tell you or anyone else the content of the certificate.

If a person is no longer allowed to work with children The FA will inform the county FA, the club and the individual concerned.

Please remember that most people who offend against children do so for many years before they are caught. This means that whilst a CRB Disclosure certificate is a very useful tool in child protection, clubs must always remain alert to concerns and strive for best practice in child protection.

The FA has a written policy on the recruitment of ex-offenders and this is available on request via crb@TheFA.com. More details are available on www.TheFA.com

You may also wish to visit the Disclosure website for more information on CRB checks. This can be found on www.disclosure.gov.uk

If you have any queries contact The FA on crb@TheFA.com or ring 0800 085 0506 and ask for the CRB unit. Please visit the FA CRB FAQs on www.TheFA.com/CRB

Thank you for your help and co-operation.

The FA CRB Unit