



List of members submitting application forms

Form Reference Number: F \_\_\_\_\_ Applicant's DoB: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Applicant's Postcode: \_\_\_\_\_

Document	Date of Birth	Issue Date	Number	Country of Issue
Passport			.....	
Driving Licence			.....	
Birth Certificate				
EU ID Card			.....	
Firearms Licence				
HM Forces ID Card				
Adoption Certificate				

	Document	Date of Document	Document	Date of Document
Issued within last 3 months	Bank or Building Society Statement		Addressed Payslip	
	Credit Card Statement		Letter from Head Teacher	
	Mail Order Catalogue Statement		Utility Bill	
	Store Card Statement		Document from Government Agency/ Local Authority giving entitlement (UK) DWP or Employment Service Customs & Revenue Job Centre or Job Centre Plus	
	Benefit Statement			
Issued within last 12 months	Work Permit/Visa (UK)		Council Tax Statement	
	CRB Disclosure Certificate		TV Licence	
	P45/P60 Statement (UK)		Insurance Certificate	
	Financial Statement eg pension, endowment, ISA, mortgage		Court Claim Form (UK)	
No time limit	Marriage Certificate		Certificate of British Nationality	
	NHS Card		Connexions Card (UK)	
	Exam Certificate (eg GCSE, NVQ)		NI Card (UK)	
	Vehicle Registration Document (V5 or V5C)		Document from UK Border Agency	
	General Medical Certificate			

Other forms of ID are acceptable. For full details please visit [www.direct.gov.uk/crb](http://www.direct.gov.uk/crb)

I declare that the true identity of the applicant has been established in accordance with CRB guidance and, where a volunteer application is submitted, I confirm that this meets the \*CRB definition of volunteer as detailed at [www.direct.gov.uk/crb](http://www.direct.gov.uk/crb) and understand that knowingly to make a false statement for this purpose may be a criminal offence.

I confirm the applicant has read The FA's statement on the use of CRB Enhanced Disclosure information.

Verifier name \_\_\_\_\_

The post is a \*voluntary/paid role (please delete as appropriate).

Verifier signature \_\_\_\_\_

Date documents verified \_\_\_\_\_

# Verification of ID:

To meet CRB ID verification requirements, The FA require all applicants to provide **driving licence** (photocard with paper counterpart), **passport** and **one document confirming National Insurance number** for verification.

These must be cross referenced with the applicant details in section a and b and the corresponding box marked with X to confirm the information has been verified.

In the event of an applicant being unable to provide all three specified documents you must verify a minimum of three documents, and complete and submit a copy of the Identity Document (ID) Form overleaf.

- At least one document must confirm **current name**, as recorded at **a1-a3**
- At least one document must confirm **date of birth**, as recorded at **a14**
- At least one document must confirm **current address**, as recorded at **b32-b36**

At least one document should be from Group 1. If you can only provide documents from the Group 2 list, five documents must be supplied.

All documents must be original, not photocopies or electronic downloads.

Group 1	
Valid Passport	EU Identity Card
Driving Licence (UK) (Full or provisional) - England/Wales/Scotland/Northern Ireland/Isle of Man/Jersey; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence; except Jersey)	Birth Certificate (UK) issued within 12 months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
HM Forces ID Card (UK)	Firearms Licence (UK)
Adoption Certificate (UK)	

Group 2		
Issued within last 3 months	Issued within last 12 months	No time limit
Bank/Building Society Statement	TV Licence	Birth Certificate UK issued more than 12 months after date of birth or foreign birth certificate (official translation required)  Vehicle Registration Document Marriage/Civil Partnership Certificate Exam Certificate, eg GCSE or NVQ NHS Card (UK) Connexions Card (UK) National Insurance Card (UK) Certificate of British Nationality (UK)  <b>One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK):</b> Convention Travel Document (CTD) - Blue Stateless Person's Document (SPD) - Red Certificate of Identity (CID) - Brown Application Registration Card (ARC) Immigration Status Document (ISD).
Benefit Statement	Council Tax Statement (UK)	
Utility Bill	Insurance Certificate	
Letter from a Head Teacher	P45/P60 Statement (UK)	
Addressed Payslip	Financial Statement: pension endowment ISA mortgage	
Mail Order Catalogue Statement		
Store Card Statement		
Credit Card Statement		
Document from Government Agency/Local Authority giving entitlement (UK): DWP or Employment Service Customs & Revenue Job Centre or Job Centre Plus	Court Claim Form (UK) Work Permit/Visa (UK) CRB Disclosure Certificate	