



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.

This form can only be used to apply for CRB Enhanced Disclosure (sometimes called CRB check or FA CRB).

The FA will receive information following the checking process and it is important that you read this statement before continuing with the application.

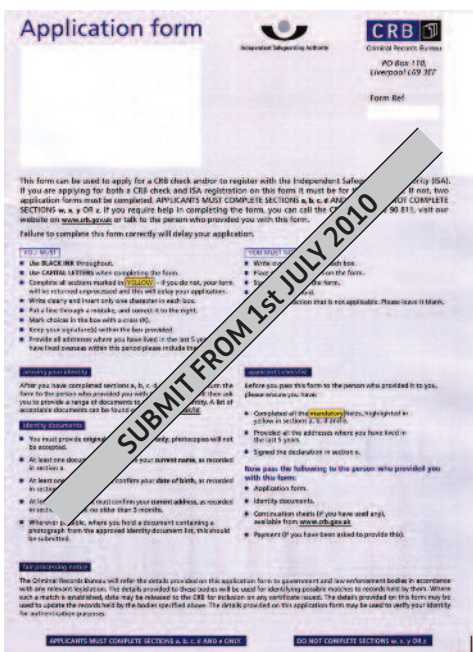
By completing a CRB Enhanced Disclosure application, you are allowing The FA to have sight of any criminal record or non-conviction information that is held and released by the Police via the CRB process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. 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 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 a FA CRB 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. For more information visit [www.crbguide.co.uk](http://www.crbguide.co.uk) or contact The FA CRB Unit.

ISA registration is not available. Apply for CRB Enhanced Disclosure only.



CRB Enhanced Disclosure  
Complete sections a, b, c and e and x60-62

**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 MUST 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.direct.gov.uk/crb](http://www.direct.gov.uk/crb) or [www.TheFA.com/footballsafes](http://www.TheFA.com/footballsafes)

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 apply for registration with ISA**

Do NOT complete. ISA registration is not available.

**e declaration by the applicant**

Complete and sign this section.

**w evidence of identity**

Do NOT write in this section.

**x Apply for a CRB check x60-x62 only**

Complete x60, x61 and x62.

All other questions within Sections x, y and z are for Registered Body use only.

The screenshot shows a section of the CRB application form titled 'x apply for a CRB check'. In the top right corner, there is a logo for 'CRB Criminal Records Bureau'. Question 60 asks 'is the applicant applying for a CRB check?' with 'no' and 'yes' options; the 'yes' option is selected with an 'X'. A note states: 'If 'yes' you must complete x61 - x68 as appropriate, if 'no' go to section y'. Question 61 asks for the 'position applied for' and is filled with 'SPORTS COACH'. Question 62 asks for the 'organisation name' and is filled with 'AI SPORTING CLUB'. The form uses a grid of boxes for text entry.

**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 The FA CRB Unit can match it to your form.

## Evidence of identity:

To complete the application process you must provide proof of identity.

The CRB has produced guidance on the type and range of identity documents that must be seen by the Club Welfare Officer, Football League Child Protection Officer, CFA Document Verifier or The FA CRB Unit to validate your identity. For a full range of ID documents go to [www.direct.gov.uk/crb](http://www.direct.gov.uk/crb)

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

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)	Identity Card for Foreign Nationals (ICFN) / Biometric residence permit

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)
Benefit Statement	Council Tax Statement (UK)	
Utility Bill	Insurance Certificate	Vehicle Registration Document
Letter from a Head Teacher	P45/P60 Statement (UK)	
Addressed Payslip	Financial Statement: pension endowment ISA mortgage	Marriage/Civil Partnership Certificate
Mail Order Catalogue Statement	Court Claim Form (UK)	Exam Certificate, eg GCSE or NVQ
Store Card Statement		Work Permit/Visa (UK)
Credit Card Statement	CRB Disclosure Certificate	NHS Card (UK)
Document from Government Agency/ Local Authority giving entitlement (UK): DWP or Employment Service Customs & Revenue Job Centre or Job Centre Plus		Connexions Card (UK)
		National Insurance Card (UK)
		Certificate of British Nationality (UK)
		One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK): Convention Travel Document (CTD) - Blue Stateless Person's Document (SPD) - Red Certificate of Identity (CID) - Brown Application Registration Card (ARC) Immigration Status Document (ISD).

## Payment

	Volunteer	Non-Volunteer
CRB Enhanced Disclosure	£15.30	£59.30 (£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.*

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 the FL CPO.

- Completed Application Form
- Original Identity Documents
- Payment (cheques payable to FA CRB)

Or:

2. Return your Application Form direct to The FA CRB Unit

If you are sending original ID documents, please note The FA CRB Unit takes great care of all documentation but it 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 Unit will check the form for accuracy, complete the remaining sections and submit to the CRB. The FA's Online Safeguarding Service will be updated to show your application has been received and is in progress.

Two copies of each CRB Enhanced Disclosure will be issued. One copy will be sent to your home address and one to The FA CRB Unit.

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 Unit, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP