



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 a 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.

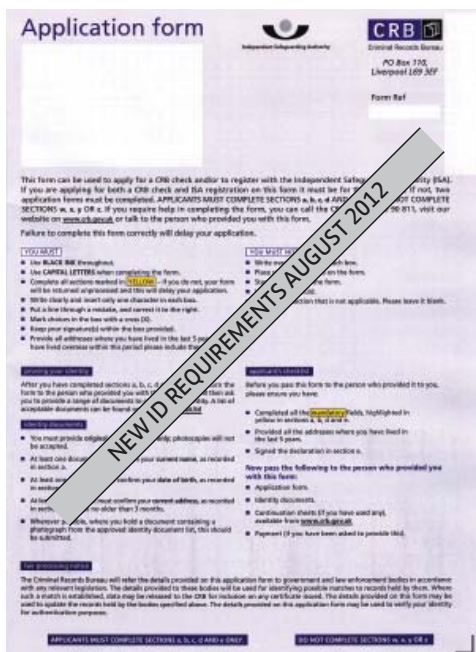
By completing a CRB Enhanced Disclosure application, you are allowing The FA to have sight of any criminal record or non conviction information that is held and released by the Police via the CRB process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. 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 an 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.

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/footballsafe](http://www.TheFA.com/footballsafe)

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 the answer 'SPORTS COACH' is typed into the grid. Question 62 asks for the 'organisation name' and the answer 'AI SPORTING CLUB' is typed into the grid.

**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.

# Verification of ID

(from June 2012)

To meet the CRB 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>• ID must be provided to confirm name changes e.g. marriage certificate, deed poll.</li> </ul>			

## Group 1 Documents

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

## Group 2a Documents

Driving Licence (non-photo, old style Driving Licence)	HM Forces ID Card (UK)
Current non UK Photo Driving Licence (valid only for applicants residing outside the UK at the time of application)	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 (16/17 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
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 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 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, where necessary, further validate your identity using the external ID validation service before submitting 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