



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 CRB Enhanced Disclosure (sometimes called CRB check or FA CRB).

ISA registration is not available. Please do not complete the section relating to ISA.

**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.**

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



✓

**CRB Enhanced Disclosure**

Complete sections  
**a, b, c and e and x60-62**

**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 note: New ID requirements from August 2012 . 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 CRB. 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.

**registered body use only**

a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input checked="" type="checkbox"/>
a21 verified	<input checked="" type="checkbox"/>
a23 verified	<input checked="" type="checkbox"/>
a25 verified	<input checked="" type="checkbox"/>

**b current address**

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

**registered body use only**

current address verified?	<input checked="" type="checkbox"/>
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**w evidence of identity**

**W evidence of identity**

58 name of evidence checker

59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no  yes

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 (back page) 60, 61 and 62**

**X apply for a CRB check**

**CRB**  
Criminal Records Bureau

60 is the applicant applying for a CRB check? no  yes  If 'yes' you must complete x61 - x68 as appropriate, if 'no' go to section y

61 position applied for

62 organisation name

Ensure the details in section x are correct.

# 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)	

## Step Three

### Payment

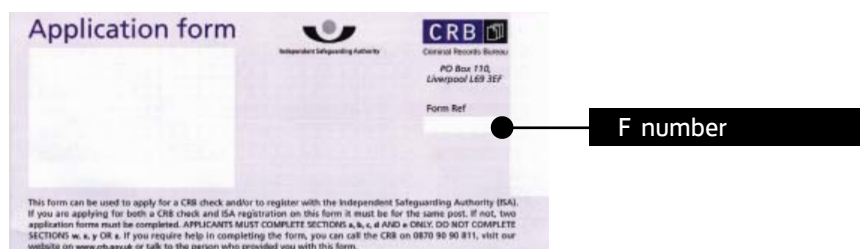
	Volunteer	Non-Volunteer
CRB Enhanced Disclosure	£15.30	£59.30 (£44 Government charge)

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 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 Unit 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 Unit will check the form for accuracy, complete the remaining sections and further validate your identity using the external ID validation service, where necessary, before submitting to the CRB.

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

T: 0845 210 80 80

E: [FAchecks@TheFA.com](mailto:FAchecks@TheFA.com)

W: [www.TheFA.com/footballsafef](http://www.TheFA.com/footballsafef)

Address: The FA CRB Unit, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP