



**ARMY**

Chairman:  
Maj N Bamford

## ARMY FOOTBALL ASSOCIATION REFEREES' COMMITTEE



Assistant Secretary :  
Maj Steve Clout  
Army FA  
Fox Lines  
Queens Avenue  
Aldershot  
Hampshire  
GU11 2LB

Tel: 01252 787068  
Email: [steve.clout@Armyfa.com](mailto:steve.clout@Armyfa.com)

24 August 2022

Dear Candidate,

You are required to undertake an FA CRB disclosure that will enable you to register as a match official with the Army Football Association in the future. The FA CRB can be completed online and I request that you undertake this procedure.

I have outlined below what you will need to do to register online: -

### **How do I get started?**

Go to <https://fadv.onlinedisclosures.co.uk/Registration/Registration>

and select **REGISTER** from the login screen and enter the information requested, including:

Org PIN: 102245  
Org name: 1Army FA  
Secret word: MoD

Please view <http://www.onlinedisclosures.co.uk/mail/user-guides/> for the user guide.

Once registered you can then login using the above organisation PIN, your email address and password created as part of the registration process and commence your online CRB application. You will be asked for your National Insurance, Passport and Driving Licence numbers so please ensure you have this information ready.

**Please ensure you provide your FAN (FA Number) in the Personal Reference Number field provided (if known).**

When submitting documents for verification, please use the following documents if available: -

Valid Passport  
HM Forces ID Card (MOD 90)



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Full or Provisional Driving License (with current address)

The reason for using these documents is it will be easier to verify the information and submit this into the system. These documents are quicker to track down and use for both The FA CRB Unit and the Army FA.

Most military personnel should have the documents listed above, however if this is not possible, please use documents from the list of acceptable ID. **This list is attached to the document.**

Once completed and submitted you are required to provide proof of identity to your County FA Verifier Officer in support of your application which will conduct during the Referee Course. **Please provide 3 forms of ID so that your documents can be verified. The list of acceptable ID is attached to this document.**

### **What happens next?**

The County FA Verifier will verify your original Identity Documents (ID) and submit the application to The FA CRB where the application will be validated before progressing to the CRB for further processing. Upon completion, the CRB will issue you with a copy of the CRB Disclosure. The FA CRB will update their records and forward the Disclosure result to The FA.

The cost of the FA CRB Online is included in your course fee so you will not be asked for any payment.

If you do not have access to the internet or are unable to complete this requirement please contact Graham Brookland on 01252 787068 so that an alternative procedure can be arranged.

Kind Regards,

Graham Brookland  
Referees' Secretary



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### Accpetable ID Documents

You should provide at least one of the following documents:

#### **Group 1**

- passport
- full or provisional driving licence (UK, Isle of Man or Channel Islands) - either photocard or paper (a photocard is only valid if presented with the counterpart licence, except Jersey)
- birth certificate (UK or Channel Islands) - issued within 12 months of date of birth; full or short form, including those issued by UK authorities overseas, such as embassies, high commissions and HM Forces
- ID card for foreign nationals
- EU National ID card
- HM Forces ID card (UK)
- firearms licence (UK)
- adoption certificate (UK or Channel Islands)

You should also provide two of the following:

#### **Group 2**

- marriage or civil partnership certificate
- bank or building society statement\*
- credit card statement\*
- P45 or P60 statement\*\*
- National Insurance card/letter (UK or Channel Islands)
- NHS card/letter (UK or Channel Islands)
- insurance certificate\*\*
- exam certificate, eg GCSE, NVQ, O levels, degree
- Connexions card; including those cards carrying the PASS accreditation logo (UK or Channel Islands)
- General Medical Council certificate



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- benefit statement\* - eg child allowance, pension
- document from central/local government, government agency or local authority giving entitlement to benefits\* - eg to state benefits, Housing Benefit
- replacement birth certificate, eg a certificate not issued within 12 months of birth
- vehicle registration document (document V5 old style and V5C new style only)
- documentation issued by court services\*
- letter from a headteacher\*
- store card statement\*
- utility bill\* - electricity, gas, water, telephone, including mobile phone contract/bill
- addressed payslip\*
- mail order catalogue statement\*
- financial statement \*\* - eg pension, endowment, ISA
- council tax bill for current year (UK or Channel Islands)\*\*
- court claim form (UK)\*\*
- TV licence\*\*
- mortgage statement\*\*
- work permit or visa (UK)\*\*
- CRB, Disclosure Scotland and ISA Certificate (UK)\*\*
- one of the following documents from the United Kingdom Border Agency (UKBA) (formerly the BIA Borders & Immigration Agency) or the Immigration & Nationality Directorate (IND):  
Convention Travel Document (CTD) - Blue; Stateless Person's Document (SPD) - Red;  
Certificate of Travel (CIT) - Brown; Asylum/Application Registration Card (ARC)

Documents with \* should have been issued within 3 months of your application date.

Documents with \*\* should have been issued within 12 months of your application date.

Documents without \* or \*\* can be more than 12 months old but must still be valid.

If you are unable to provide any documents from Group 1, you must provide 5 documents from Group 2. All 3 documents can come from Group 1, as long as one of them has your current address on it, i.e. Driving License.

The Army FA prefer the following documents to be used: -  
Driving License, Passport, Armed Forces ID Card (MOD 90)