



## **DBS PROCESS FOR CLUB OFFICIALS**

If you do not already have a FAN (FA Number) you need to register by visiting <https://wholegame.thefa.com/> and clicking 'Sign Up'. Please then inform your club you have completed this process.

1. Your Club Secretary/Club Welfare Officer will add you as a DBS Applicant via their WholeGame 'Safeguarding' tab
2. Once this is done, you can log in to your WholeGame account and click on the 'My DBS' tab on the left-hand menu.
3. Click to start your DBS process when prompted.
4. An activation email will then be sent to you containing a link to begin the DBS application via GBG Disclosures.
5. Follow the link to GBG Disclosures and register as required. You will need your Club's PIN and secret word (available from your Club Welfare Officer).
6. Complete all your details; including selecting which ID documents you will be able to provide for verification by your Club Welfare Officer.
7. Submit your application for verification.
8. Arrange a suitable date/time to present your ID documents to your Club Welfare Officer; they will verify on their own GBG Disclosures account.
9. Now you have been verified, you can log back in to your application, pay and submit it.
10. The check will be carried out by GBG Disclosures, and once completed, you will receive a Certificate in the post.
11. Your FAN record will then be updated by the FA (if accepted), this will be visible by your Club Welfare Officer and Secretary.

*Please note, if you are asked to send your certificate off to the FA Checks team, you **must** do this otherwise you will be issued with a non-compliance suspension. The FA will then review the content on your DBS and accept/discuss further with you.*



## **ADDITIONAL INFORMATION**

### **How much does it cost; how do I pay?**

Volunteer [1] fee: £10

Non-volunteer fee: £54

Non-club-based roles: liaise with your County FA Verifier to confirm payment method. The County FA may ask you to pay online as part of the application process. If so, payment is via PayPal (credit and debit cards accepted). Payment is made once the verification process is complete. You can choose to pay later but your application will not be submitted for processing until payment has been made.

Club based roles: Payment is via PayPal (credit and debit cards accepted). Payment is made once the verification process is complete. You can choose to pay later but your application will not be submitted for processing until payment has been made.

### **Use of CRC Enhanced Disclosure information by the FA**

By completing an online CRC Enhanced Disclosure application, the applicant is allowing The FA to have sight of any criminal record or non-conviction information that is held and released by the Police via the CRC process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the CRC Code of Practice, The FA may disclose this information to those involved in making a suitability decision. The FA may use any or all this information to help decide on your suitability to be involved with children or vulnerable adults in football.

### **Is it secure?**

Yes. The online service is tested, approved, audited and used by several government departments. Information security management: UKAS accredited, ISO 27,001:2005.

Should you require any further information regarding The FA CRB online service please email [FAChecks@TheFA.com](mailto:FAChecks@TheFA.com) or ring 0845 210 8080.

### **Can I renew my FA CRC automatically?**

Yes. You can now have life-time renewals of your FA CRC which means you will not need to reapply every three years. To take advantage of this you will need to:

- Register your CRC with The Disclosure and Barring Service (DBS)\*
- Inform The FA Criminal Records Body who administer the Checks. They will charge an annual £10 administration fee.

**\*you must register your CRC disclosure with the DBS update service within 19 days of Issue.**

Once registered for this service, The FA CRB will make annual checks on your CRC status for as long as you remain in football.

For more information and guidance on The FA's CRC policy, the DBS update service and FA CRC life-time checks please visit: [www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks](http://www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks)