

Criminal Records Checks

For all of us it is important to remember that most children have a really great time playing football; it is therefore important to ensure the children continue to enjoy the game in a fun and safe environment.

The FA and Durham County FA recognise their responsibility for children and young people within football. The same duty of care is shared by every club and league within youth football.

Given the recent publicity relating to football this reminds us all that we must continue to be vigilant and ensure everyone who needs a Criminal Records Check gets one and that no-one is able to work with children at a club unless their CRC has been issued AND their FANumber has been updated to show 'accepted' and also 'date of issue'

Just because someone receives their CRC Certificate through the post this does not mean it has been accepted by the FA as the process is only fully completed once a FAN is updated as outlined above.

Anyone working in an eligible role, directly working with children and young people – such as managers and coaches – must have an in-date, FA Accepted CRC as part of responsible recruitment practice before they work or volunteer within Youth football.

Note: When the word/phrase 'children' or 'young people' is used, this means persons aged 18 and under, playing in organised leagues. It currently does not include this age group playing in open-age football.

FA Criminal Records Checks - County Applicant Guidance

Self Registration

How do I get started?

The first time you use Online Disclosures you need to **Register**.

Go to <https://gbg.onlinedisclosures.co.uk/Authentication/Login> and select **REGISTER** from the right hand side of the login screen and enter the information requested from the information provided below:

Org PIN 102256

Secret word Cathedral

Org name 1Durham CFA

If you are involved with a youth/children's football club, before completing the online CRC application through DCFA using the attached guidance, please first link to your Club Welfare Officer (CWO) as CWO's are able to complete online CRC applications for volunteers at their club.

Each club has their own PIN and Password to access the online CRC system which are different to those of DCFA so you will need to make sure you use the Club PIN and Password and not those of DCFA when seeking to make the application through your club and with your CWO.

Going through your CWO will be easier and save you having to call through to the DCFA Offices with your IDs and to make payment.

Enter your full name, your own email address and **confirm** the email address it by entering it again – then click **Next Step**

You will see that the name of your organisation (Durham County Football Association) is automatically generated; **click** the box to **confirm** that this is your organisation.

Password is created by you and should be something that you **can remember** as you will **need** it to **Sign In** to Online Disclosures in the **future**. **Confirm** the password by entering it again. Then click **Complete Registration**.

You will be taken to the **Step 1** of the CRC application.

Please Note: The password has to be at least 8 characters in length and be a combination of UPPER CASE and lower case and numbers (0-9). You can add special characters (@!%\$£) to increase your password security strength.

Once you have completed and submitted your online application you are required to provide proof of identity to your County FA Verifier Officer in support of your application. A list of County FA Verifiers is visible within the application. All Identity Documents (ID) must be original. The list of acceptable ID and an ID selection tool form part of the online application.

What happens next?

The County FA Verifier will verify your original Identity Documents (ID) and submit the online application to Online Disclosures where the application will be validated before progressing onwards for further processing. Upon completion, you will be issued with a copy of the CRC Disclosure and your FA personal record will be updated to show the date of issue of the Disclosure.

How much does it cost, how do I pay?

Volunteer1 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 of 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. Should you require any further information regarding The FA CRC online service please email onlinedisclosures@gbgplc.com or ring 0845 251 5000 or 0845 210 8080.

1 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