



# DBS Update Service Guidance Notes for Applicants

## The FA Criminal Records Check (CRC)

### How does this work?

Since June 2013 the Disclosure and Barring Service (DBS) Update Service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online, meaning they may never have to apply for a new criminal records check.

To use the DBS Update Service for your role with The FA you must have:

- applied for the Criminal Records Check (CRC) with The FA CRB after 17 June 2013
- registered the Disclosure Certificate with the DBS Update Service by creating an online account on gov.uk paying the annual subscription of £13 (free for volunteers)

### 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) within 19 days of issue
- Complete a consent form authorising The FA to carry out annual status checks
- Inform The FA Criminal Records Body who administer the checks, enclosing a signed copy of the consent form or email a scanned copy to [FAChecks@TheFA.com](mailto:FAChecks@TheFA.com)

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

### How much does it cost?

A fee of £10 covers the administration for 'lifetime' Criminal Records Status Checks. Cheques should be made payable to FACRB or call 0845 210 8080 to pay by card

### What happens next?

- FACRB will validate the Disclosure record and liaise with applicant where further information is required
- FACRB will update The FA's records accordingly and schedule the Disclosure for annual status checks

## What information does the Status Check provide?

The outcome of a valid Status check will be one of the following:

- **The Certificate did not reveal any information and remains current as no further information has been identified since its issue.** This means that the individual's Certificate contains no criminality or barring information and no new information is available
- **The Certificate remains current as no further information has been identified since its issue.** This means that the individual's Certificate did contain criminality or barring information and no new information is available
- **This Certificate is no longer current. Please apply for a new DBS check to get the most up to date information.** This means that the individual's Certificate should not be relied upon as new information is now available and you should request a new DBS check
- **The details do not match those held at DBS. Please check and try again.** This means the individual did not subscribe to the Update service; or the DBS certificate has been removed from the Update Service; or the information entered is incorrect

Further information on DBS Update Service can be found at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

Before sending to FACRB, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP or by email to [FAChecks@TheFA.com](mailto:FAChecks@TheFA.com)

Checklist:

<b>Have you enclosed or attached to email?</b>	<input checked="" type="checkbox"/>
Signed Consent Form	<input type="checkbox"/>
Cheque for £10 payable to FACRB or contact details to take payment over the phone	<input type="checkbox"/>