

FA DBS CHECK

All Referees who are 16 years of age or older are required to hold a valid DBS Check issued by The FA, if they are officiating Youth Football.

To start the process, you need to follow the steps below:

How to get started?

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

From the login screen, select **REGISTER** and enter the following information:

Org Pin: 102267

Your Full Name: Enter your full name.

Email: Enter your own email and **confirm** it by entering it again.

Click **Next Step**

Secret word if required is: Winklebury

Once registered, you can log in using the PIN above, your email address and your password, to commence your online DBS application. You will be asked for your National Insurance, Passport and Driving Licence numbers (if you hold these documents), so please ensure you have this information ready. If not then you will be required to provide at least one document from list one below, and then a further 2 items from list 2 below.

Please ensure that you provide your FAN (FA Number) in the Personal Reference Number Field.

The position you are applying for in terms of the DBS Check is Football Referee (u18).

See Guidance Notes:

Guidance notes on the application process and what documentation can be used to verify your identity, can be downloaded from the following link.

See Application Help – [The Applicant How to Get Started.](#)

ONCE YOU HAVE SUBMITTED YOUR APPLICATION, PLEASE ENSURE YOU READ THE NEXT PARAGRAPH!

There is a requirement that once your DBS application must be verified once you have submitted it. To do this you are required to **VISIT IN PERSON** with your documents so that the verification can take place. This verification can be conducted at one of the following sites:

Hampshire FA – Winklebury Way,	Basingstoke,	Hampshire,	RG23 8BF
Hampshire FA – Front Lawn,	Havant,	Hampshire,	PO9 5HN
Hampshire FA – Stoneham Lane,	Eastleigh,	Hampshire,	SO16 2PA

As part of your online application, you will be required to provide three documents to support your DBS application. **YOU WILL NEED TO BRING THESE DOCUMENTS WITH YOU FOR VERIFICATION.**

List 1 - Documents that can be used in support of your application are as follows:

- Valid Passport.
- Biometric Residence Permit (UK).
- Driving Licence (UK) (full or provisional) Isle of Man/Channel Islands and EEA either Photo card or paper licence.
- Birth Certificate (UK and Channel Islands) – issued within 12 months of date of birth – full or short form are acceptable including those issued by UK authorities overseas, such as Embassies, High Commission and HM Forces.
- ID Card for foreign nationals.
- HM Forces ID Card (UK).
- Firearms Licence (UK).
- Adoption Certificate (UK and Channel Islands).

List 2 – Documents - Please note that if you cannot provide any of the documents above, you must provide five from the list below.

- Current Driving Licence Photocard (full or provisional) – All countries outside the EEA (excluding Isle of Man and Channel Islands).
- Birth Certificate – (Issued after the time of birth).
- Marriage/Civil partnership certificate.
- Bank/building society statement (UK) – Issued in last 3 months.
- Mortgage statement (UK) – Issued in last 12 months.
- Bank or building society account opening confirmation letter (UK) – issued in last 3 months.
- Credit Card statement (UK) – Issued in last 3 months.
- Financial statement, for example pension or endowment (UK) – Issued in last 12 months.
- P45/P60 statement (UK and Channel Islands) – Issued in last 12 months.
- Council tax statement (UK and Channel Islands) – Issued in last 12 months.
- Utility bill (UK) – **not mobile telephone bill.** Issued in last 3 months.
- Benefit statement, for example Child Benefit, Pension (UK) – Issued in last 3 months.
- Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC – **not HMRC National Insurance Number notification is not acceptable.** Issued in last 3 months.
- EEA National ID card. (Must still be valid).
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands). (Must still be valid).
- Letter from head teacher or college principal (UK – for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided. (Must still be valid).

Verification Process

As outlined above once you have submitted your DBS application for verification, you must contact one of the following County FA email addresses in the first instance. We will then arrange for you to visit one of our sites in person.

Cameron.Davis@HampshireFA.Com or Andy.Moisey@HampshireFA.Com

Within the email that you send to the County FA, please indicate which site you wish to visit, so that we can arrange a suitable date and time for the verification to be conducted.

Those referees who have been instructed to complete the FA DBS check prior to attending their referee course, must ensure that they bring their documents with them so that the verification can take place during the course.

There is no cost to you as a referee to complete the process. If you need any further advice on this matter, please don't hesitate to contact Cameron.Davis@HampshireFA.Com or Andy.Moisey@HampshireFA.Com