



ENGLAND
FOOTBALL

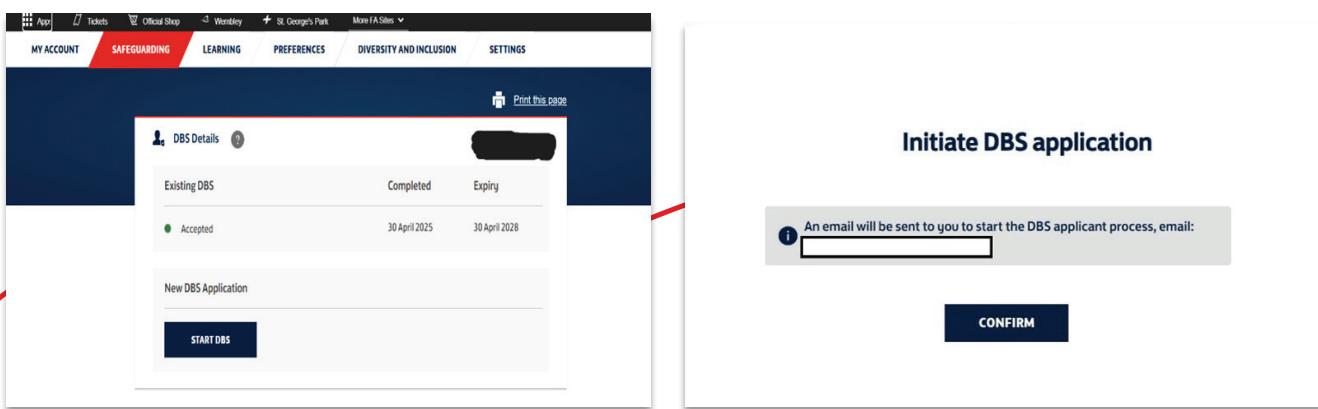
HOW TO INITIATE AND COMPLETE YOUR OWN DBS RENEWAL

Please note – This process is for any club official that has had an Enhanced DBS previously with the FA which has either expired or is expiring.

Step 1 – Access MyAccount on the FA website (MyAccount.TheFA.com).

Step 2 – Go to your safeguarding section and click “**Start DBS**” Check your email address is correct and click “**Confirm**”. This will now show as DBS initiated on your page.

Step 3 – You will receive a email from Know Your People (Please check your junk email).



Step 4 – Click on the link on the email that was sent from Know Your People (Use a mobile phone for the best experience).

Step 5 – Scroll down to the pending application stage and click Complete this application.

Step 6 – Read through the information and check you have the correct documentation before proceeding when you have done this click Continue.

Step 7 – Read through the next page and click on the agree box.

Step 8 – You will then be directed to Yoti a trusted verification platform and click Start to begin verifying your own documents.

Step 9 – Read how your documents will be used and click Continue.

Step 10 – Follow the instructions and the select which documents you will be using and Scan the documents using the camera on your mobile.

Step 11 – Once you have done this you will need to follow the instructs and scan your face using Face ID

Step 12 – Once you have done this you can pay for your application, please ensure you have pressed you are a volunteer (The DBS application is £11).

The application is now completed.

If you require any further information, please visit [GrassrootsTech - YouTube](https://GrassrootsTech.com) for videos on how to complete your DBS application.