



ENGLAND  
FOOTBALL

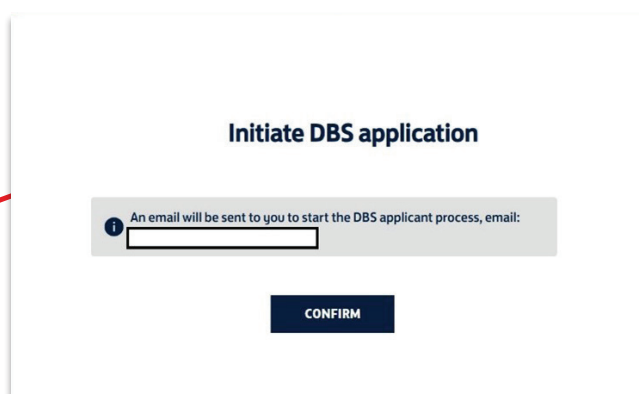
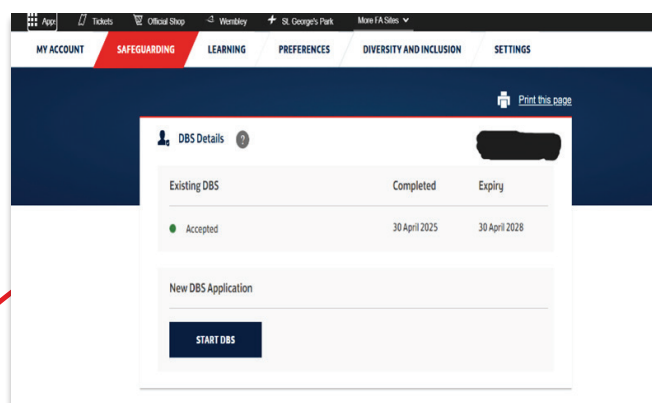
# HOW TO INITIATE AND COMPLETE YOUR OWN DBS RENEWAL

**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** for videos on how to complete your DBS application.