

## Applying for an FA DBS Check

Go to <https://gbg.onlinedisclosures.co.uk/> and select **REGISTER** from the login screen and enter the information requested, including:

Org PIN: 102285

Org name: 1Norfolk CFA

Secret word: Fens

Once registered you can then **LOG IN** using the above organisation PIN, your email address and password created as part of the registration process and commence your online DBS application. You will be asked for your National Insurance, Passport and Driving Licence numbers (if you have them) so please ensure you have this information ready. Please ensure you provide your FAN in the Personal Reference Number field provided (if known). **Ensure you apply as a 'volunteer' and select your role as applicable.**

You will be asked to select several types of identification documents which can be used to complete your verification. Make sure you only select the documents that you actually have in your possession. All Identity Documents (ID) must be original. (Be careful when selecting your birth certificate as a type of identification - This appears twice in the options but can only be used as ONE item. You will either have a certificate that was issued within one year of your actual birth day, or a replacement certificate that was issued over a year after your date of birth.)

Once you have completed and submitted the online application, you are required to provide the identification documents selected to a DBS Verifier in support of your application. A list of Verifiers is visible within the application. We have several authorised verifiers at Norfolk FA County Headquarters and at The FDC @ Bowthorpe. Please ring on 01603 704050 to confirm a Verifier is available before you call in. (If you are associated to a local football club, it is likely that the Club Welfare Officer is also a DBS Verifier.)

The DBS Verifier will verify your original identity documents by accessing the online application that you have created. This will trigger an email to you containing a link back to your application which will enable you to make your payment of £10 by Paypal or using any debit or credit card.

Once your payment has been made, the disclosure checks will be made. This process usually takes between 7 and 10 working days. Upon completion, you will receive a copy of your DBS Check. Simply keep the certificate in a safe place. The result will be forwarded to The FA and your FA record will be updated automatically.

**Use of DBS Enhanced Disclosure information by The FA:** By completing an online DBS 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 DBS process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the DBS 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. Information security management: UKAS