



FA CRB County Applicant Guidance

How do I get started?

Go to <https://gbg.onlinedisclosures.co.uk> and select **REGISTER** from the login screen;

GBG | OnlineDisclosures

Sign In

Organisation pin Don't have this?

Supplied by your organisation

Email address

john.doe@email.com

Password

Sign in

[Forgotten sign in details?](#)

Need to Register?

If you have been directed here to self register by your organisation you can do so below.

Register

Notices

Application Help

- [Contact Us](#)
- [PostOffice-Locations](#)
- [The Applicant - How to Get Started](#)
- [The Customer - How to Get Started](#)
- [The Customer - How to Verify an Application](#)

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[Accessibility statement](#)

The following page should show;

GBG | OnlineDisclosures

Register - Step 1 of 2

You can self register to access our online application service if you have been provided with a PIN and secret word by your organisation.

Org pin Don't have this?

102286

×

Your full name

Email address

john.doe@email.com

Confirm email address

Next step

[Cancel registration](#)

Please enter the Organisation PIN (102286) with your full name and email address and click next step;

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Register - Step 2 of 2

Please enter the secret word

This should have been provided by your organisation

I confirm **1North Riding CFA** is my organisation

Create password

Please choose a password at least eight characters in length using a combination of UPPER CASE, lower case and numbers (0-9). Add special characters (@!%\$£) to increase your password security strength.

Confirm password

Complete registration

[Cancel registration](#)

When the page above shows please enter the Secret Word (Stokesley) and check the box to confirm the Organisation Name (1North Riding CFA)

Once registered you can then login using the above organisation PIN, your email address and password created as part of the registration process and commence your online CRB application.

All CRCs require a minimum of 3 documents for verification. At least one of these documents should be from the following list;



Current valid passport

Select



Biometric residence permit (UK)

Select



Current UK, Channel Isles or Isle of Man driving licence – photo card

Full or provisional. All licences must be valid in line with current DVLA requirements

Select



Current EU Driving Licence – photo card with counterpart where one is issued

Full or provisional. (Please note some European countries do not issue counterpart) All licences must be valid in line with current DVLA requirements

Select



Birth certificate – issued at time of birth

UK and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces

Select



Adoption certificate UK & Channel Islands

Select

Should none of these documents be available, we will require 5 of the following documents;

List correct as of May 2017. Restrictions may apply.

- Birth Certificate – Issued after 12 months of date of birth
- Current UK, Channel Isles, or Isle of Man driving license – paper version
- Marriage/Civil Partnership Certificate
- Current Non-UK Driving License – Photocard
- HM Forces ID Card (UK)
- Valid Firearms License
- Current EU Driving License – Paper version
- Bank/Building Society Statement (UK and Channel Islands or EEA)
- Bank/Building Society Opening Confirmation Letter (UK or EEA)
- Credit Card Statement (UK or EEA)
- Utility Bill (UK) *Electricity, gas, water, telephone. Not mobile phone bill*
- Benefit Statement e.g. child allowance, pension (UK)
- Document from Government Agency/Local Authority giving entitlement (UK and Channel Islands)
- Mortgage Statement (UK or EEA)
- P45/P60 Statement (UK and Channel Islands)
- Mortgage Statement (UK or EEA)
- Financial Statement (UK)
- P45/P60 Statement (UK and Channel Islands)
- Council Tax Statement (UK and Channel Islands)
- P45/P60 Statement (UK and Channel Islands)
- EU National Identity Card
- Letter of sponsorship from future employer provider (Non-UK/Non-EEA only)
- Letter from head teacher or college principal (UK) - for 16 to 19 year olds in full time education
- Work Permit/Visa (UK)

Please ensure you provide your FA Number (FAN) in the Personal Reference Number field provided (if known). To find out what your FAN is please contact your County FA.

Once completed and submitted you are required to provide proof of identity to your County FA Verifier Officer in support of your application. A list of County FA Verifiers is visible within the application. All Identity Documents (ID) must be original. The list of acceptable ID and an ID selection tool form part of the online application.

What happens next?

The County FA Verifier will verify your original Identity Documents (ID) and submit the application to The FA CRB where the application will be validated before progressing to the CRB for further processing.

Upon completion, the CRB will issue you with a copy of the CRB Disclosure. The FA CRB will update their records and forward the Disclosure result to The FA.

Please note that only original documents will be accepted and must be provided by the applicant in person at the time of verification.

How much does it cost, how do I pay?

Volunteer¹ fee: £10

Non-volunteer fee: £54

Non-club based roles: liaise with your County FA Verifier to confirm payment method. The County FA may ask you to pay online as part of the application process. If so, payment is via PayPal (credit and debit cards accepted). Payment is made once the verification process is complete. You can choose to pay later but your application will not be submitted for processing until payment has been made.

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Use of CRB Enhanced Disclosure information by The FA

By completing an online CRB 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 CRB process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the CRB 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 accredited, ISO 27,001:2005.

Should you require any further information regarding The FA CRB online service please email FAChecks@TheFA.com or ring 0845 210 8080.

The FA CRB team

¹ A volunteer is defined as a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.