

**Please note:** To apply online you will need an email address and access to a printer.

To register to commence your application go to [www.gbg.onlinedisclosures.co.uk](http://www.gbg.onlinedisclosures.co.uk) and select REGISTER from the login screen and enter the information requested, including:

Org PIN                   **117441**

Org name                 **Football Governance and Regulation Division**

Secret Word              **Minors**

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

- 1       Complete personal details online
- 2       Select Identity Documents (ID) for verification using the online help tool
- 3       Print off the ID Verification Form
- 4       Take chosen original ID to be verified at a participating Crown Post Office. [CLICK HERE](#) and select **CRB & ID Verification Service** from the drop down list to locate Post Offices currently offering the CRB & ID Verification Service. Please note: not all Post Offices offer this service
- 5       Pay for the DBS application and ID verification at the Post Office (currently £60.00)

### **What happens next?**

Your application will be checked by GB Group before submission to the Disclosure and Barring Service (DBS) for further processing. Upon completion, the DBS will issue a copy of the DBS Disclosure to you direct. You will be required to provide an electronic copy of the DBS Disclosure to The FA when applying to work in relation to Minors. **Please see below for an example of what a clear DBS Disclosure looks like and make sure that you upload the DBS Disclosure you are provided with (and no other document) in full.**

### **What if I am not living in England or Wales?**

If you are not domiciled in England or Wales, you will need to provide The FA with the equivalent of an **enhanced DBS** issued by an official body of your country of residence. Please visit <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> for instructions on how to apply for this disclosure. If your country of residence is not listed on this page, please contact The FA's Financial Regulation team.



**Use of certificate information**

The information contained in this certificate is confidential and all recipients must keep it secure and protect it from loss or unauthorised access. This Certificate must only be used in accordance with the Disclosure and Barring Service's (DBS) Code of Practice and any other guidance issued by the DBS. Particular attention must be given to the guidance in the fair use of the information in respect of those whose Certificate reveals a conviction or similar information. The DBS will monitor the compliance of Registered Bodies with this Code of Practice and other guidance.

This Certificate is issued in accordance with Part V of the Police Act 1997, which creates a number of offences. These offences include forgery or alteration of Certificates, obtaining Certificates under false pretences, and using a Certificate issued to another person as if it was one's own.

This Certificate is not evidence of the identity of the bearer, nor does it establish a person's entitlement to work in the UK.

**Certificate content**

The personal details contained in this Certificate are those supplied by or on behalf of the person to whom the Certificate relates at the time the application was made and that appear to match any conviction or other details linked to that identity.

The information contained in this Certificate is derived from police records, and from records held of those who are unsuitable to work with children and/or adults, where indicated. The police records are those held on the Police National Computer (PNC) that contains details of Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included. The DBS reserves the right to add new data sources. For the most up to date list of data sources which are searched by the DBS please visit the DBS website.

The Other Relevant Information is disclosed at the discretion of the Chief Police Officers or those of an equivalent level in other policing agencies, who have been approached by the DBS, with due regard to the position sought by the person to whom the Certificate relates.

**Certificate accuracy**

The DBS is not responsible for the accuracy of police records.

If the person to whom this Certificate relates is aware of any inaccuracy in the information contained in the Certificate, he or she should contact the Countersignatory immediately, in order to prevent an inappropriate decision being made on their suitability. This Countersignatory will advise how to dispute that information, and if requested arrange for it to be referred to the DBS on their behalf. The information should be disputed within 3 months of the date of issue of the Certificate.

The DBS will seek to resolve the matter with the source of the record and the person to whom the Certificate relates. In some circumstances it may only be possible to resolve a dispute using fingerprints, for which consent of the person to whom the Certificate relates will be required.

If the DBS upholds the dispute a new Certificate will be issued free-of-charge. Details of the DBS's disputes and complaints procedure can be found on the DBS's website.

**Contact us**

Post:	Disclosure and Barring Service	Telephone:	Customer Services:	0870 90 90 811
	PO Box 165		Welsh line:	0870 90 90 223
	Liverpool		Minicom:	0870 90 90 344
	L69 3JD		General information:	0870 90 90 811
Web:	<a href="http://www.gov.uk/the-countersignatory">www.gov.uk/the-countersignatory</a>			
Email:	<a href="mailto:customerservices@dbis.gov.uk">customerservices@dbis.gov.uk</a>			

If you find this certificate and are not able to return it to the person to whom it relates, please return it to the DBS at the address above or hand it in at the nearest police station.

**End of Details**

