

Application procedure to obtain a Football Agent Enhanced Criminal Record Check – If you are living in England and Wales

To register to commence your application follow this link to First Advantage-KnowYourPeople – <https://app.knowyourpeople.co.uk/register?org=ORG-WXMD2W0W&accessCode=FootballGov>

Once registered you will receive an email confirmation and information on how to activate and access your account, as well as a guide on how to correctly complete your Football Agent DBS Application. Once you have activated your account you can then LOGIN to KnowYourPeople using your email address and password you created as part of the registration process.

1. Activate your account by following link in registration email
2. Once your account has been activated, login to your account via the login link in registration email
3. Review **Quick Start** guide provided in registration email to help you with your DBS application process
4. Complete Application Form Online (you can choose to save your application information and return to the application form at a later time if required)
5. Select Identity Documents (ID) for verification
6. You may change your Identity Document Selection prior to submitting your application. You cannot change Identity Documentation Selection once the application has been submitted.
7. Submit application
8. Take chosen original ID to be verified at the participating Crown Post Office you selected as part of the application
9. Pay for the DBS application online.

What happens next?

Your application will be checked by First Advantage before submission to the Disclosure and Barring Service (DBS) for further processing. Upon completion, the DBS will issue a copy of the Enhanced Disclosure to you directly. You will be required to provide an electronic copy of the Enhanced Disclosure to The FA when applying to work in relation to Minors.

IMPORTANT:

Please make sure that you provide a copy of the entire DBS check, which includes all pages and sides of the document. A DBS check will not be accepted for review if a copy of the entire DBS check has not been provided.

Please make sure you provide a recent DBS check. A DBS check is recent if it has been issued no more than 3 months prior to the date of submission of the DBS check for review to The FA. DBS checks which are more than 3 months old will not be accepted.

Should your Enhanced Disclosure contain any content then you will be required to provide The FA an original copy of the certificate. It is advised that you post it by recorded delivery to the following address:

Football Agent Department
The Football Association
Wembley Stadium
PO Box 1966
London
SW1P 9EQ

The FA will only accept a specific Football Agent DBS check, obtained through the process outlined above. No other checks will be accepted.

What if I am not living in England or Wales?

If you are not domiciled in England or Wales, please contact The FA at footballagentsqueries@thefa.com for further information on the application procedure you will be required to complete.

Please note that an additional cost may be required in order to obtain authorisation to work with Minors if you are not domiciled in England or Wales.