

## **FA DBS (CRC) ESFA Applicant Guidance**

### **How do I get started?**

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 102258

Org name 1English Schools FA

Secret word ESFA

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 DBS (CRC) application. You will be asked for your National Insurance, Passport and Driving Licence numbers so please ensure you have this information ready.

**Please ensure you provide your FAN in the Personal Reference Number field provided (if known).**

Once completed and submitted you are required to provide proof of identity to your ESFA Verifier Officer in support of your application. A list of ESFA 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 ESFA Verifier will verify your original Identity Documents (ID) and submit the application to The FA DBS (CRC) where the application will be validated before progressing to the DBS (CRC) for further processing. Upon completion, the DBS (CRC) will issue you with a copy of the DBS (CRC) Disclosure. The FA DBS (CRC) will update their records and forward the Disclosure result to The FA.

### **How much does it cost, how do I pay?**

Volunteer<sup>1</sup> fee: £10

Non-volunteer fee: £54

<sup>1</sup> 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.

Non-Association based roles: liaise with your ESFA Verifier to confirm payment method. The ESFA is asking you to pay online as part of the application process. There is a default setting on the application so no other method of payment is possible. 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.

Association based roles: 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. Please contact Martin Duffield if your Association wishes to make arrangements for a block payment to cover all applications from the same Association

### **Use of DBS (CRC) Enhanced Disclosure information by The FA**

By completing an online DBS (CRC) 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 (CRC) process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the DBS (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 DBS (CRC) online service please email [FAChecks@TheFA.com](mailto:FAChecks@TheFA.com) or ring 0845 210 8080.

The FA DBS (CRB) team

### **ORIGINAL IDENTITY DOCUMENTS**

On completion of your online application you must forward YOUR ORIGINAL DOCUMENTS (N.B. NOT photocopies) to: -

Martin Duffield

52 St Mark's Road

DUDLEY

West Midlands, DY2 7SD

We recommend that you send your original documents using either the Royal Mail's **RECORDED or SPECIAL DELIVERY** service. Your documents will be returned to you using the same service within 24/48 hours.

There is now an alternative method of getting your original documents verified, provided by The Post Office:-

**Post Office Identity Document Checking Service**

1. Identify which Post Office locally provides the service - not all do (see below)
2. Take the 3 original documents to the Post Office - (together with a photocopy of each) and the original of the Post Office Form - This service will cost £7.15 (N.B. Cheques are not acceptable as a means of payment.)  
\*\* Please ensure that you only use documents within the FA guidelines - the system won't allow you to enter a document that is out of date- so if your entry is refused - please check date.
3. Then send the **Post Office Form and the verified copies of the three (3) documents** used to Martin Duffield \*\* (see below for the address) or one of the other ESFA Verifiers - ( N.B. Please forward **all four** documents from Post Office)
4. The verifier will then complete the verification process and you will then get an automated email to confirm this – then you will have to log back onto the system to make the payment of £10.00
5. The CRC Disclosure Document will be sent to them direct - it may take 2/3 weeks dependent on the local police force's efficiency

The link for the Post Office Identity Document Checking Service is: -

<http://www.postoffice.co.uk/sites/default/files/P6582.pdf>

The main PO site will give details of how to find which branches provide this service -it will usually be the Main Post Offices [www.postoffice.co.uk](http://www.postoffice.co.uk)

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