



The FA takes the welfare of children seriously and checks are required to ensure that those who work or volunteer with children are suitable to do so.

These notes are to go with the new purple Application Form. The new Application Form must be used from 1st July 2010.

The form can only be used to apply for CRB Enhanced Disclosure (sometimes called CRB check or FA CRB).

ISA registration is under review by the Government and is not currently available. Please do not complete the section relating to ISA. You will receive an update on ISA and further resources from The FA when the Government review is complete.

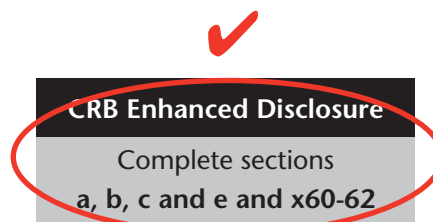
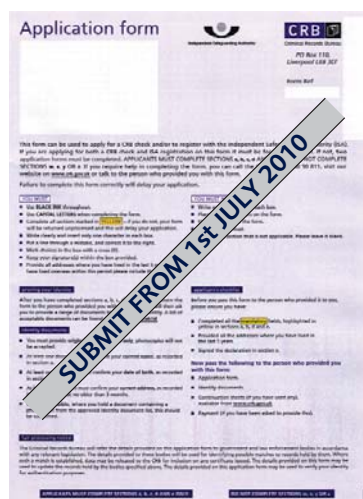
Note: The FA requires everyone who works or volunteers in children's football and regularly cares for, trains, supervises or is in sole charge of children to apply for a FA CRB Enhanced Disclosure.

Step One

Preparing the Applicant

- ✓ Make sure the check is necessary and required by The FA. Use the website and Helpline if you are unsure who needs a CRB Enhanced Disclosure for Football.
- ✓ Check the applicant is a volunteer. See page 4 for the definition of volunteer. This affects the price of the application.
- ✓ Give the applicant the new purple Application Form and the Applicant's Guidance Notes.
- ✓ Ask the applicant to read The FA statement on page 1 of the Applicant's Guidance Notes. This explains how The FA will use the information released to them following the checking process.
- ✓ Tell the applicant a CRB Enhanced Disclosure is being requested and ask them to complete the relevant parts of the form.
- ✓ The applicant may need Continuation Sheets for their address or name history. Please offer these.

These boxes confirm which sections of the form the applicant is required to complete.



Note:
If they answer 'Yes' to a question in a yellow box they MUST complete the sections that follow.

Step Two

Checking the Application Form and confirming Identity

You must check the identity of the applicant from the list of approved documents. This is vital to the application process and the integrity of the checks carried out by the CRB. Only original documentation should be provided by the applicant. Do not accept photocopies. A full list of acceptable ID documentation is available overleaf.

As Club Welfare Officer, Football League Child Protection Officer or CFA Document Verifier you must also complete the following:

a applicant's details

You are required to verify sufficient ID to confirm all the details provided by the applicant in *section a* and record the details on the Identification Document (ID) Form.

Once you have done this, complete the box located in section a of the Application Form.

Only put a cross in the boxes if you have verified the information provided by the applicant.

registered body use only

a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input checked="" type="checkbox"/>
a21 verified	<input checked="" type="checkbox"/>
a23 verified	<input checked="" type="checkbox"/>
a25 verified	<input checked="" type="checkbox"/>

b current address

You are required to confirm the current address provided in section b using identity documents provided by the applicant.

registered body use only

current address verified?

w evidence of identity

w evidence of identity	
58 name of evidence checker	J O H N T U C K E R
59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/>

This section must be filled out in tandem with the verification boxes contained in sections a and b.

x Section x (back page) 60, 61 and 62

x apply for a CRB check		CRB Criminal Records Bureau
60 is the applicant applying for a CRB check?	no <input type="checkbox"/> yes <input checked="" type="checkbox"/>	If 'yes' you must complete x61 - x68 as appropriate, if 'no' go to section y
61 position applied for	S P O R T S C O A C H	
62 organisation name	A I S P O R T I N G C L U B	

Ensure the details in section x are correct

Evidence of identity:

The CRB has produced guidance on the type and range of identity documents that must be provided to validate the applicant's identity.

These must be cross-referenced with the applicant details in section a and b and the corresponding box marked with X to confirm the information has been verified.

Record details of all ID on the Identification Document (ID) Form and submit with the Application Form.

A minimum of **three** documents must be witnessed.

- At least one document must confirm **current name**, as recorded at **a1-a3**
- At least one document must confirm **date of birth**, as recorded at **a14**
- At least one document must confirm **current address**, as recorded at **b32-b36**
- Documentation must be provided to confirm NI number recorded at **a21**
- Documentation must be provided to confirm UK Driving Licence number recorded at **a23**
- Documentation must be provided to confirm passport number recorded at **a25**

At least one document should be from Group 1. If the applicant can only provide documents from the Group 2 list, five original documents must be supplied.

All documents **must** be originals, **not** photocopies or printed from the internet.

Group 1	
Valid Passport	National Identity Card - UK & EU
Driving Licence (UK) (Full or provisional) - England/Wales/Scotland/Northern Ireland/Isle of Man/Jersey; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence; except Jersey)	Birth Certificate (UK) issued within 12 months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
HM Forces ID Card (UK)	Firearms Licence (UK)
Adoption Certificate (UK)	

Group 2		
Issued within last 3 months	Issued within last 12 months	No time limit
Bank/Building Society Statement	TV Licence	Birth Certificate UK issued more than 12 months after date of birth or foreign birth certificate (official translation required)
Benefit Statement	Council Tax Statement (UK)	Vehicle Registration Document
Utility Bill	Insurance Certificate	Marriage/Civil Partnership Certificate
Letter from a Head Teacher	P45/P60 Statement (UK)	Exam Certificate, eg GCSE or NVQ
Addressed Payslip	Financial Statement: pension endowment ISA mortgage	NHS Card (UK)
Mail Order Catalogue Statement		Connexions Card (UK)
Store Card Statement		National Insurance Card (UK)
Credit Card Statement		Certificate of British Nationality (UK)
Document from Government Agency/ Local Authority giving entitlement (UK): DWP or Employment Service Customs & Revenue Job Centre or Job Centre Plus	Court Claim Form (UK) Work Permit/Visa (UK) CRB Disclosure Certificate	One of the following documents from the United Kingdom Border Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK): Convention Travel Document (CTD) - Blue Stateless Person's Document (SPD) - Red Certificate of Identity (CID) - Brown Application Registration Card (ARC) Immigration Status Document (ISD).

Step Three

Payment

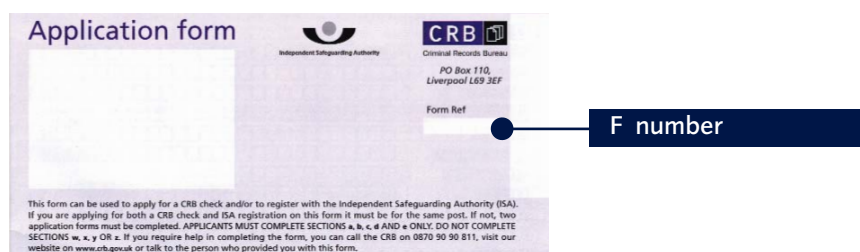
	Volunteer	Non-Volunteer
CRB Enhanced Disclosure	£15	£51 £36 Government charge and £15 FA admin fee

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.

Payment will be required at a later date if the applicant inappropriately applies as a volunteer.

Step Four

Make sure any Continuation Sheets or Submission record sheets are clearly marked with applicant name(s) and relevant F number(s). F numbers are found on the Application Form.



Forward the application to The FA CRB Unit using the address label provided. If you do not have an address label the address is below with the contact details.

Have you included?

- Application Form
- Identity Document (ID) Form
- Continuation Sheets if used
- Payment (Cheques made payable to FA CRB)

What happens next?

The FA CRB Unit will check the form for accuracy, complete the remaining sections and submit to the CRB.

The FA's Online Safeguarding Service will be updated to show the application has been received and processed. The FA recommends Clubs make full use of The FA Online Safeguarding Service to ensure all checks are completed and satisfactory.

For more information about responsible recruitment go to www.TheFA.com/footballsafe

T: 0845 210 80 80

E: FAchecks@TheFA.com

W: www.TheFA.com/footballsafe

Address: The FA CRB Unit, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP