



DBS PROCESS FOR REFEREES

1. Go to <https://gbg.onlinedisclosures.co.uk/Registration/Registration> and click 'REGISTER'
2. Enter the information requested, including:

Org PIN: 102250

Org name: 1Cheshire CFA

Secret word: Royal

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

3. Complete all your details; including selecting which ID documents you will be able to provide for verification.

Note: 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.

4. Submit your application for verification and pick a Verifier from the list.
5. Email your chosen local verifier and arrange a suitable date/time to present your ID documents to them; they will verify on their own GBG Disclosures account.
6. Now log back in to your application, pay and submit it.
7. The check will be carried out by GBG Disclosures, and once completed, you will receive a Certificate in the post.
8. Your FAN record will then be updated by the FA (if accepted).

*Note: if you are asked to send your certificate off to the FA Checks team, you **must** do this otherwise you will be issued with a non-compliance suspension. The FA will then review the content on your DBS and accept/discuss further with you.*



ADDITIONAL INFORMATION

How much does it cost; how do I pay?

Volunteer [1] 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 CRC Enhanced Disclosure information by The FA

By completing an online 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 CRC process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the CRC Code of Practice, The FA may disclose this information to those involved in making a suitability decision. The FA may use any or all 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.

Can I renew my FA CRC automatically?

Yes. You can now have life-time renewals of your FA CRC which means you will not need to reapply every three years. To take advantage of this you will need to:

- Register your CRC with The Disclosure and Barring Service (DBS)*
- Inform The FA Criminal Records Body who administer the Checks.

They will charge an annual £10 administration fee.

***you must register your CRC disclosure with the DBS update service within 19 days of Issue.**

Once registered for this service, The FA CRB will make annual checks on your CRC status for as long as you remain in football.

For more information and guidance on The FA's CRC policy, the DBS update service and FA CRC life-time checks please visit: www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks