

North Riding County FA



Applicant Guidance FA DBS for Open Age How do I get started?

Please be reminded:

Your online application for a FA DBS will need to be in the name shown on your ID documents. i.e. If you are known as Tom but your name is Thomas, your application will need to be in your full name of Thomas to match your ID documents. The same applies to your FAN record on Club Portal, this will need to be edited to Thomas in order for the DBS to be matched to your individual record. Also to aid the matching of your DBS to your FAN record please can you use the email detailed on your FAN too.

Go to <https://fadv.onlinedisclosures.co.uk/Authentication/Login?ReturnUrl=%2f> and select **REGISTER** from the login screen;

First Advantage | OnlineDisclosures

Sign In

Organisation pin Don't have this?
Supplied by your organisation

Email address
john.doe@email.com

Password

Sign in

[Forgotten sign in details?](#)

Need to Register?
If you have been directed here to self register by your organisation you can do so below.

Register

Application Help

- [Contact Us](#)
- [OnlineDisclosures Privacy Policy](#)
- [PostOffice-Locations](#)
- [The Applicant - How to Get Started](#)
- [The Customer - How to Get Started](#)
- [The Customer - How to Verify an Application](#)

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new password.

First Advantage | OnlineDisclosures

Register - Step 1 of 2

You can self register to access our online application service if you have been provided with a PIN and secret word by your organisation.

Org pin Don't have this?
186868

Your full name

Email address
john.doe@email.com

Confirm email address

Next step

[Cancel registration](#)

Please enter the Organisation PIN as shown along with your full name and email address

PLEASE NOTE THIS IS NORTH RIDING'S PIN SHOULD NOT BE ADDED TO YOUR WGS/CLUB PORTAL.



Register - Step 2 of 2

Please enter the secret word

This should have been provided by your organisation

I confirm North Riding County Football Association - Open Age is my organisation

Create password

Please choose a password at least eight characters in length using a combination of UPPERCASE, lower case and numbers (0-9). Add special characters (@!%\$) to increase your password security strength.

Confirm password

[Cancel registration](#)

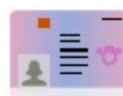
Please enter the Secret Word and check the box to confirm the Organisation Name is North Riding CFA - Open Age.

Once registered, please login using the above organisation PIN, your email address and password you have just created and commence your online DBS application completing your personal details. Please provide your FAN in the Personal Reference Number field provided (if known- don't worry if not).

All DBS Checks require a minimum of 3 documents for verification. At least one of these documents should be from the following list;



Current valid passport



Biometric residence permit (UK)



Current UK, Channel Isles or Isle of Man driving licence – photo card

Full or provisional. All licences must be valid in line with current DVLA requirements



Current EU Driving Licence – photo card with counterpart where one is issued

Full or provisional. (Please note some European countries do not issue counterpart) All licences must be valid in line with current DVLA requirements



Birth certificate – issued at time of birth

UK and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces



Adoption certificate UK & Channel Islands



Should none of these documents be available, we will require 3 of the following documents;

List correct as of June 2023. Restrictions may apply.

Group 2a Documents

- Birth Certificate (UK or Channel Islands)
Issued after 12 months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- Current UK, Channel Isles or Isle of Man driving licence – paper version
Full or provisional. All licences must be valid in line with current DVLA requirements.
- Marriage/Civil Partnership Certificate
(UK, Channel Isles or Isle of Man)
- Current Driving Licence Photocard - (Full or Provisional)
All countries outside the UK (excluding Isle of Man and Channel Islands)
- HM Forces ID Card (UK)
- Valid Firearms Licence (UK and Channel Islands or Isle of Man)
- Immigration Document/Visa/Work Permit
Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non UK country in which the role is based

Group 2b Documents

Issued within the last 3 months

- Bank/Building Society Statement (UK and Channel Islands)
- Bank/Building Society Opening Confirmation Letter UK
- Credit Card Statement UK
- Utility Bill (UK)
Electricity, gas, water, telephone. Not mobile phone bill
- Benefit Statement e.g. child allowance, pension (UK)
- Document from Government Agency/Local Authority giving entitlement (UK and Channel Islands)
Document from Government Agency/Local Authority giving entitlement (UK and Channel Islands) eg from Dpt of Work and Pensions, Customs & Revenue, Job Centre
- Bank or building society statement
Valid only for roles whereby the applicant is living and working outside of the UK. Statement must relate to a bank or building society from the non UK country in which the role is based.

Issued within the last 12 months

- Mortgage Statement UK
- Financial Statement (UK)
e.g. pension, endowment
- P45/P60 Statement (UK and Channel Islands)
- Council Tax Statement (UK and Channel Islands)

Issued at any time (must still be valid)

- EU National Identity Card
- Letter of sponsorship from future employer provider Non-UK
For applicants residing outside the UK at the time of application
- Letter from head teacher or college principal (UK) - for 16 to 19 year olds in full time education
Only used in exceptional circumstances if other documents cannot be provided
- Card carrying the pass logo (UK and Channel Islands)
- Irish passport card

Once completed and submitted you are required to provide your ID documents to a verifier in support of your application. Your league should have a League Safeguarding Advocate who should be detailed as a verifier on the our online application for you to contact however please feel free to use any verifiers on the list or you can pop into the Stokesley office anytime Monday -Friday between 9am – 4.30pm for a staff member to complete verification for you if convenient. It is your responsibility to contact a verifier and meet them with your original ID documents. Your DBS application will not proceed unless the ID documents are verified and the application paid for.



What happens next?

The County FA Verifier will verify your original Identity Documents (ID) and the application will be ready for payment before it is processed.

How much does it cost, how do I pay?

Volunteer1 fee: £10

Payment is made online once the verification process is complete. You can pay by card or PayPal.

You can choose to pay later but your application will not be submitted for processing until payment has been made.

What happens next?

Your application is then submitted to First Advantage Online Disclosures where the application will be validated before progressing to the National DBS Barring Service for further processing. Upon completion, the DBS will issue you with a copy of the DBS Disclosure Certificate through the post. Your FAN record should be automatically updated provided all the information matches, i.e. same email address, same full name (including middle name). etc. i.e., Tom on the system will need to match if Thomas is detailed on ID documents.

What If I have criminal activity detailed on my certificate?

If any criminal activity is detailed on the certificate, (This information may include previous or ongoing prosecutions and any relevant allegations of criminal behaviour from anytime in your lifetime.) The FA will be informed there is content on there but not what the content is due to GDPR restrictions. The FA will request that you send the certificate to them for review and risk assessment. This is due to GDPR restrictions which means no information is retained from any previous applications and only one certificate is printed and personal details are not permitted to be shared unless the applicant themselves grants permission. You sending them the certificate grants your permission for this information to risk assess 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 online service please email FAChecks@TheFA.com or ring 0845 210 8080.

DBS FAQs for Open Age/Adult Football



What is a DBS certificate?

A DBS (Disclosure Barring Service) certificate, previously known as CRC, is produced by the government department and is a certificate detailing the applicants criminal activity. This is required by law for anyone in a role that involves direct contact with children or young people under the age of 18 years old.

Who needs a DBS certificate?

Everyone who is in regular activity with u18s., i.e., coaches, managers, assistants, physios, first aider.

This

is in line with legislation and government guidance and is standard practice.

I have a previous conviction/charge does this mean I can't coach/manage?

A DBS certificate will detail all previous convictions/charges and these will be listed. This does not mean the applicant is unsuitable to participate. Due to GDPR the FA are not issued with any personal details, and are only notified there is content on the certificate. The FA will request you send your certificate to them for review, this just means the FA need to risk assess. An email with instructions will be sent. You must adhere to this request for your DBS to be approved, or risk an interim suspension being applied.

I have a DBS for my job is this enough?

DBS certificates are issued to specific organisations and so if someone holds a DBS for their job this will not be relevant to their footballing role and they will have to apply for a FA DBS, which once accepted will show on the applicant's FAN record.

I have applied for my FA DBS is there anything else I need to do?

As long as you have completed your application, had your ID documents verified and paid for the application (£10) there is nothing else you need to do, provided you have no content (previous charges or convictions) except wait for your CWO to confirm the DBS is approved on Club Portal. (your FA DBS should be approved by the FA and automatically added to your FAN record. provided the name and email matches.) Please note if a DBS does not show on an individual's FAN please email support@northridingfa.com