

Staffordshire FA



STAFFORDSHIRE FA

MAKING A DIFFERENCE THROUGH FOOTBALL



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HOW TO APPLY FOR AN FA SPECIFIC CRIMINAL RECORDS CHECK

www.staffordshirefa.com



Staffordshire FA



STAFFORDSHIRE FA

Go to <https://gbg.onlinedisclosures.co.uk>.

Click on REGISTER.

If you have NOT been provided with an organisation PIN and secret word by the Club you volunteer/work for then you can use the Staffordshire Football Association details:

ORG PIN: 102298

ORG NAME: 1Staffs CFA

SECRET WORD: Pottery (capital P)

You will be asked for personal information such as full name, full address, contact telephone numbers etc. You will also be asked for details such as your National Insurance Number, Passport and Driving Licence details-you will need these documents ready.

If you know your FAN number, please add this to the Personal Reference Number Field.

Once you SUBMIT your application you will select a verifier-this will depend on what League/Area/Role you are in.

It is YOUR responsibility to contact the verifier and arrange an appointment. At this appointment you need to bring the ORIGINAL documents you indicated as available.

Interact with us on Social Media



Staffordshire FA



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This information is then submitted on-line, payment is made using your debit/credit card and the necessary and relevant checks take place.

A certificate is then issued to the applicant ONLY, at times the FA may need to see a copy of this certificate and will write asking for the original to be sent to them within a specific amount of time. Failure to send this WILL result in a suspension from football-therefore it is vital that if you receive the letter you respond immediately.

Cost for volunteers: £10

*please note Referees up to and including level 4 are classed as volunteers

Non volunteer fee: £54

For further information on Criminal Record Checks please refer to www.staffordshirefa.com.

For more information regarding FA Specific Criminal Record Checks please contact Safeguarding and Education Officer, Jan Scott on any of the following:

(E): jan.scott@staffordshirefa.com

(T): 01785 256994

(M): 07969 294023

Alternatively, please contact: onlinedisclosures@gbgplc.com or 0845 251 5000

www.staffordshirefa.com

