

FA CRB Online Applicant Guidance

How do I get started?

Go to

<https://gbg.onlinedisclosures.co.uk/Authentication/Login>

and select **REGISTER** from the login screen and enter the information requested, including:

Org PIN 105719

Secret word martin

Org name Kingston Park CAFC

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 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 Club Welfare Officer in support of your application. All Identity Documents (ID) must be original, photocopies are not acceptable. The list of acceptable ID and an ID selection tool form part of the online application.

What happens next?

The Club Welfare Officer will need to meet you to verify your Identity Documents (ID) and submit the application to The FA where the application will be validated before progressing for further processing. Upon completion, the DBS will issue you with a copy of the DBS Disclosure. The FA will update their records and forward the Disclosure result to The FA.

How much does it cost, how do I pay?

The club pays the fee of £10. If asked, click on 'Organisation Pays.'

Use of CRB Enhanced Disclosure information by The FA

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