FA Criminal Record Check (CRC)
Online Disclosures - Applicant Guidance

How do I get started?

Go to https://fadv.onlinedisclosures.co.uk select **REGISTER** on the right hand side of the sign in screen and enter the information requested, including:

Org PIN: 114074

Secret word: fish

Org name: **St Nicholas (Youth) FC**

Once registered, you will be directed to complete the application. You can save your application at any time. To log back into your application, sign in using the above organisation PIN, your email address and password you created as part of the registration process. 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 (CWO) in support of your application. All Identity Documents (ID) must be original; photocopies are not acceptable. The list of approved ID and an ID selection tool form part of the online application.

What happens next?

The Club Welfare Officer (CWO) will verify your ID against the details you have supplied and, if correct, submit the application to The FA CRB. The application will be validated before progressing to the Disclosure and Barring Service (DBS) for further processing. Upon completion, the DBS will issue a copy of the DBS Disclosure to your home address.

Please note: You may be asked to provide your original DBS Disclosure Certificate to The FA CRB. If required, separate correspondence will be sent to you direct.

The FA CRB will update their records and forward the Disclosure result to The FA.

Do not show your Disclosure Certificate to anyone at the Club. The CWO can verify your CRC record by using the *Online Safeguarding Service* via CFA *Member's Services* to check for *accepted* CRC status.

How much does it cost, how do I pay?

Non-volunteer fee: £54 Volunteer[1] fee: £10

Payment is made online via PayPal. You do not need a PayPal account, 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.

Receipts: If a receipt is required, it should be printed as part of the payment process.

Use of DBS 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 DBS 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 the Online Disclosures website secure?

Yes, the online service is tested, approved and audited. We are accredited to Information Security Management: ISO/IEC 27001:2005 (ISO/IEC 27001:2005 is the international standard describing best practice for an Information Security Management System).

Should you require any further information regarding the online service please email FAChecks@TheFA.com or ring 0845 210 8080.

The FA CRB

[1] 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.