



BEFORE YOU START

To make completing the DBS application online as quick and as simple as possible, have the following information (where applicable) to hand:

- Your FA login details/credentials and FAN number (<https://myaccount.thefa.com/>)
- Dates of any name changes (mm/yyyy)
- Your Mother's maiden name
- Your full 5-year address history including dates (mm/yyyy)
- Your National Insurance number
- Your Passport and/or Driving Licence

In order to confirm your personal details you are required by the Disclosure and Barring Service (DBS) to photo a minimum of 3 identity documents. You will need the following:

- **One** of the following Group 1 documents: Passport, Driving License, Birth Certificate, Adoption Certificate
- **Two** further documents from either Group 1, or Group 2a or 2b – outlined in the link below.
- Note, at least one of the documents must show your current address, so recommend you use a recent copy of a utility bill, bank statement or credit card bill, which shows your name and current address on.
- Full details of valid ID and groups: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>

THE 5 -STEP APPLICATION PROCESS

1. If you are an existing coach whose DBS is expiring, or you are new to coaching and need a new DBS, give our Club Secretary, Adam a shout and he can set you up as a DBS Applicant on the FA's Club Portal. Before you start it is recommended you do the process on a **mobile**. You can also complete on a laptop or tablet, but you will need a camera built-in so you can photo and verify your ID. (You now self-verify your ID – you don't need a third party to do it for you physically, unless you are an IT dinosaur, and select this option).
2. When Adam sets you up as a DBS Applicant the email address that is associated with your FAN number will immediately receive an automated email from 'First Advantage'. It sometimes goes into junk folders so try and find it. Click the link in the email, or if you can't find the email go direct to: www.fachecks.knowyourpeople.co.uk and login with your FA credentials.
3. IMPORTANT! Watch the following 2-min YouTube video (right) which guides you through the process step-by step. https://www.youtube.com/watch?v=NPl_gSA0GHs
4. Once on the First Advantage website, scroll down to the 'Show Pending Applications' section and tap 'Complete this application'. Read the information, click the various boxes around fair processing and tap 'Agree' to proceed with the application. Get your ID documentation ready, follow the on-screen instructions and you will be directed to 'Yoti' – a trusted verification platform on which you can scan and verify your own ID documents. Continue to follow the step-by-step, on-screen instructions and scan your documents. Once scanned you will be asked to verify you are the person applying by scanning your face. You can then pay for your application (£10 currently – this can be claimed back from Ade afterwards).
5. Once completed, you can keep track of your DBS application progress by logging onto your FA Account - <https://myaccount.thefa.com/> and clicking on the Safeguarding tab, followed by looking under 'New DBS Application'



Unless you're an IT dinosaur, the whole process to apply for the DBS takes 20 minutes, and then roughly 2-3 weeks before you receive your DBS certificate and the FA system updates itself. For further help head to <https://help.fadv.com/s/thefa> where there are contact numbers (01159 694618) , live text chat support and email support.