



### BEFORE YOU START...

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

- 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
- Your Driving Licence

In order to confirm your personal details you are required by the Disclosure and Barring Service (DBS) to supply 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 APPLICATION PROCESS (STEPS 1-10)

1. Go to the FA's Whole Game System: <https://wholegame.thefa.com>

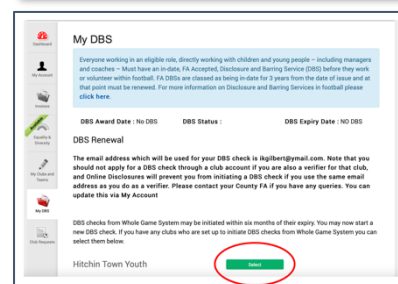
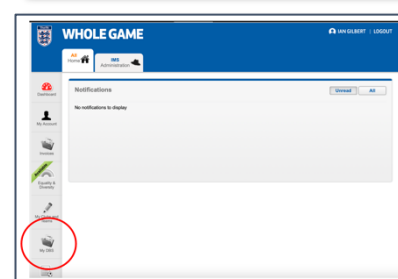
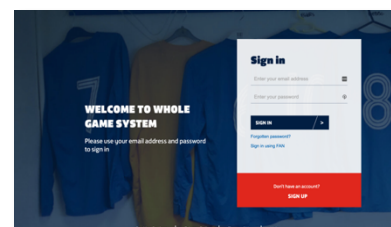
2. Log in with your username and password. If you are new to Coaching and don't have an account, create one. *(TIP! Keep your FAN number safe and to-hand – you always need this as a Coach).*

3. Once logged in, click on 'My DBS' on the left-hand vertical menu. This will give you a record of your current DBS, when it expires and any action you need to do. **Note** – if you can't see that tab, don't panic, the Club will need to set you up as a DBS Applicant – contact [adam.nethersole@hitchintownyouthfc.com](mailto:adam.nethersole@hitchintownyouthfc.com)

4. Click the green Select button and follow the simple steps online, adding in your information and details where required.

5. Following this you will be sent an Activation Email from First Advantage Online Disclosures (through whom we use to do our DBS approval process). This will include our HTYFC PIN number (make a note of this) and a link to the Registration Page to complete your application.

6. Click the link within the email, create a memorable password, verify the password by entering it again, and click 'Save Password'



7. Once activated you will be directed to the First Advantage Online Disclosures website, and guided through the process of submitting your personal details, and selecting which ID documents you want to be verified. This process takes 10-15 minutes. Try to have all your information to hand, and do it in one go.

The screenshot shows the 'First Advantage | OnlineDisclosures' website. At the top, a progress bar indicates five steps: 1. About You (highlighted), 2. Contact Details, 3. Verification Documents, 4. Summary, and 5. Confirmation. Below the progress bar, a yellow box contains the text: 'Please note - we require all questions to be answered unless labelled as (Optional)'. The main section is titled 'Your Name & Gender' and includes the instruction: 'Please provide your full name and any names you have been known by in the past.' The form fields include: 'Gender' with radio buttons for 'Male' and 'Female'; a note about a confidential checking process for transgender applicants; 'Title' with a dropdown menu (showing 'Select') and 'Forename' and 'Surname' text boxes (with placeholder text 'eg. John' and 'eg. Smith' respectively); 'Do you have a middle name?' with 'Yes' and 'No' radio buttons; and 'Have you been known by any other names?' with a note 'This could be a change of first or last name' and 'Yes' and 'No' radio buttons.

8. At the end of the process you will be given a list of those local persons able to verify your ID face-to-face. Hitchin Town Youth FC's representative is either Adam Nethersole, our Secretary, or Tara Mullaney, our Welfare Officer. (If either are busy or away, you can also select other people to verify from the list including staff at Herts FA)

9. After submitting your application, you will receive another automated email telling you your application has been submitted and to arrange for Adam/Tara (or another) to verify your ID face-to-face. He will reach out to you, but you can also contact him via the details at the foot of this page.

10. The application will then proceed through the various stages prior to completion and certificate issue. You will receive email updates as it goes through and you can also log back into the Whole Game System and click on 'My DBS' again which will also show you.

The whole process takes roughly 2-3 weeks, and eventually you will be emailed confirmation, and will receive a paper copy of your DBS certificate. Keep this safe!

**And...that's it! Any questions, contact:**

**Adam Nethersole, Club Secretary, Hitchin Town Youth FC**

**E-mail:** [adam.nethersole@hitchintownyouthfc.com](mailto:adam.nethersole@hitchintownyouthfc.com)

**Mobile:** 07740 948284

