

## **Guidelines for Applicants for an Enhanced Disclosure (FA CRB)**

This information sheet will have been given to you by the designated person for child protection in your club.

He or she will have completed their own Disclosure and has now been asked to support other club members through the process.

### **What is an Enhanced Disclosure?**

A CRB Disclosure will tell The FA about convictions and also about people who are not considered safe to work with children. Sometimes it will also tell The FA about non conviction information such as people who have children on the Child Protection register. The FA is always fair and will only consider offences and information that are significant and relevant to the care of children. The type of offences of concern are violence, drug dealing and sexual offending. The FA has a written policy on the recruitment of ex-offenders and this is available on request or via [www.thefa.com](http://www.thefa.com)

The FA will not tell anyone in your club or County FA about any information on the Disclosure. This is confidential information. If, however, The FA feels you are not a suitable person to work with children and suspends you then both Club and County will be told of the suspension, although not the reason for it.

### **Convictions**

If you are aware that your Enhanced Disclosure may show convictions such as:

- Assault
- Battery
- ABH
- GBH (wounding, manslaughter or murder)
- Possession with intent to supply drugs
- Sexual Offences

The FA would like you to write or ring with an explanation about these offences. The FA needs to know:

- The circumstances of the offence
- The age of any victims
- How your lifestyle has changed to reduce the likelihood of re-offending

In addition please supply two character references commenting on your ability to work with and care for children in football. The FA will not accept references from family members.

This information can be sent with your application form or in a separate envelope addressed to Christine Kyle / Reference, The FA CRB Unit, 3 Wilford Business Park, Ruddington Lane, Nottingham. NG11 7EP

## Pack Two

If sending in a separate envelope please include your:

- Name
- Address
- Form reference number (this is found at the top right hand corner of your application form and begins with the letter 'F' followed by ten digits).



If you have any worries with this process please feel free to contact The FA CRB Unit on 0800 085 0506. The FA CRB Unit staff will discuss, in confidence, any worries you may have.

If you would like any further information about the disclosure process and the Code of Conduct for registered bodies, please visit [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

If you have other queries about The FA process information can be found on [www.TheFA.com/goal](http://www.TheFA.com/goal)

**The forms are not difficult to complete but if mistakes are made the CRB main office will return them to us and we will have to send them back to you. Please follow the instructions carefully.**

### Before you start

- You need a **black pen and must remember to use capital letters**
- If you make a mistake put a line through it. Write the correction to the right of the mistake. **Do not use an erasing fluid such as Tippex**

### Section A

- Put a cross through your title. Do not go outside the box
- Give your current surname and **all your forenames**
- Give your current address. Leave a gap between words but not between the numbers and letters in your postcode
- Give the date when you moved to your current address in month and years. If you moved there less than 5 years ago we need your previous address back to July 1999. Give your previous address in Box D. If you have moved more than twice since July 1999 list your other addresses and the dates you lived there on a separate piece of paper. **Do not leave any gaps in your address history. We must know where you have lived for the entire five year period**

### Section B

- On line 13 state your role in the club. **If you do not fit one of the categories below please choose one that closest suits your role.**  
Coach – Children  
Manager – Children  
First Aider – Children  
Parent Helper – Children  
Chairperson – Children's Football

## Pack Two

Treasurer – Children’s Football

Secretary – Children’s Football

Officer – Children’s Football

- The organisation name is the name of your club
- The organisation address is the mailing address for the club’s designated person. If you do not know this leave it blank.

## Section C

- It is important to give any name changes. If you have had several name changes you may need to add a continuation sheet
- If you were adopted before the age of 10 we do not need your birth name. If you were adopted after the age of 10 your birth name is required
- Enter your place of birth
- Phone numbers are required as we often need to contact people to clarify details.

## Section D

- Any addresses in the last five years must be listed here
- If you have moved more than twice you will need to list your other addresses on a continuation sheet

## Sections E F G

- Leave blank

## Section H

Please sign in both boxes

## Sections X Y Z

- Leave blank

## Documents

**You are required to show three original forms of identity to the Designated Person.**

The preferred documents are:

Passport

Driving Licence

Birth Certificate issued within a year of birth

If you do not have all of these you must show a **minimum of one of these** and then **make up to three with the following:**



Pack Two  
Marriage Certificate  
National Insurance number card or addressed payslip or P45, P60 with your NI number on it  
Birth Certificate issued after one year of birth

If none of these show your current address you will be asked to provide a bill or similar proof of current address

If you cannot produce three from the above lists we can accept one from the top group and two from the list below.

Household bills less than 3 months old  
Mobile phone bill  
Mortgage statement less than 12 months old  
Bank or Building Society statement less than 3 months old  
Connexions Card  
Shot gun Licence  
Evidence of GCSE/A level results with name.  
Adoption Certificate  
Valid Vehicle Registration Document

**If you are showing these you are required to give the designated person a photocopy as well as the original**

**Originals will not be sent away.**

**Place your documents, application form and any photocopies in an envelope. Copy your F number from the top right hand corner of your Disclosure Application Form on to your envelope.**

**Take your envelope to your designated person together with a cheque or postal order for £7.50 (Charter Standard) or £12.00 (Non Charter Standard).**

Your Designated Person will complete the paperwork and give you back your original documents.

If you have any queries over the contents of your disclosure and wish to dispute information on it please contact The FA CRB Unit within two weeks of receipt.

The FA CRB Unit