

# GUIDELINES FOR APPLICANTS SEEKING AN ENHANCED DISCLOSURE



## Before you start:

- You need a **black pen**
- You must 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 correction fluid**

## Section A

- Put a cross in the box next to your title. Do not go outside the box
- Give your current surname and **all** your forenames
- Give your current address and the date you moved to it. Leave a gap between words but not between the numbers and letters in your postcode

Section A should look similar to this:

A		Applicant's details	
1	Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	
2	Surname	SMITH	
3	Forename(s)	ANDREW JOHN	
4	Current address	45 THE HIGH STREET	
5			
6	Town/City	MANCHESTER	
7	County	LANCASHIRE	
8/9	Postcode	LAN123	At current address since 06 1992 (month and year)
10/11	Date of birth	14031965	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
12	National Insurance number	N123AB45H	

## Section B

- State your position in the club on line 13. **Please choose the title that best suits your role:**
  - Children's football coach
  - Children's football manager
  - Children's football first-aider
  - Children's football helper
  - Children's football chairperson
  - Children's football treasurer
  - Children's football officer
- Enter the name of your club on line 14
- Enter the correspondence address of your club

Section B should look similar to this:

B		Details of position for which Disclosure is being requested	
13	Position applied for	CHILDREN'S FOOTBALL COACH	
14	Organisation name	MANCHESTER TOWN FC	
	Organisation address		
15	Address	1 LANCASHIRE RD	
16			
17	Town/City	MANCHESTER	
18	County	LANCASHIRE	
19	Postcode	LAN456	

### Section C

- If Ms or Mrs has been entered in Section A, surname at birth must be given (with dates of use) even if this has not changed. It is important to give any name changes and the dates used. If you have had several name changes you may need to add a continuation sheet. A blank sheet of paper can be used for this.
- If you were adopted before the age of ten we do not need your birth name. If you were adopted after the age of ten your birth name is required.
- Enter your place of birth as detailed on your birth certificate.
- Phone numbers are required as we often need to contact people to clarify details.

### Section D

- **Any addresses you have had in the last five years, other than your current address shown in Section A, must be listed here**
- **If you have moved more than twice you will need to list your other addresses on a continuation sheet. A blank sheet of paper can be used for this.**
- **Note: we need a continuous address history for the past five years and there must be no gaps or overlaps**

### Sections E F G

- These sections are not required. **Please leave blank**

### Section H

- Please sign both boxes

### Sections X Y Z

- **LEAVE BLANK – DO NOT COMPLETE THESE SECTIONS**

## List of Valid Identity Documents

You are required to provide a minimum of three original forms of identity (ID) with your application. Photocopies are not acceptable.

Either:

- Three documents of which at least one is from Group 1
- Or five documents from Group 2

All documents must be in your current name. One document must confirm your date of birth. One document must confirm your current address.

Group 1	
Passport – any nationality, must be current	EU Photo Identity Card
Driving Licence (UK) England/ Wales/ Scotland/ Northern Ireland/ Isle of Man - either photocard or paper (a photocard is only valid if the individual presents it with the counterpart licence)	Birth Certificate (UK) issued within 12 months of date of birth
HM Forces ID Card (UK)	Firearms Licence (UK)
Adoption Certificate (UK)	

Group 2	
Marriage/Civil Partnership Certificate	Financial Statement ** e.g. pension, endowment, ISA
Birth Certificate	Vehicle Registration Document
P45/P60 Statement (UK) **	Mail Order Catalogue Statement *
Bank/Building Society Statement *	Court Claim Form (UK) ** Documentation issued by Court Services
Utility Bill * electricity, gas, water, telephone – including mobile phone contract/bill	Exam Certificate e.g. GCSE, NVQ
TV Licence **	Addressed Payslip *
Credit Card Statement *	National Insurance Card (UK)
Store Card Statement *	NHS Card (UK)
Mortgage Statement **	Benefit Statement* e.g. Child Allowance, Pension
Insurance Certificate **	Certificate of British Nationality (UK)
Council Tax Statement (UK) **	Work Permit/Visa (UK) **
A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK) * e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security	Connexions Card (UK)

\* documentation should be less than three months old

\*\* issued within past 12 months

## **Finally**

Place your documents, application form and any continuation sheet in an envelope. Copy your F reference number from the top right hand corner of your Disclosure application form on to your envelope.

Take your envelope to your Club Welfare Officer together with a cheque or postal order for £12 if you work in a voluntary capacity or £48 if you are not a volunteer. Your Club Welfare Officer will advise on the definition of CRB volunteer status. Please make cheques or postal orders payable to **FA CRB**.

Your Club Welfare Officer will complete the paperwork and give you back your original documents.

You will receive your Disclosure direct from the CRB in the post. You do not have to show your Disclosure to anyone. Nobody in your club has the right to ask to see your disclosure. The FA will review your Disclosure, not your club. The FA will tell your club who is accepted.

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 of your Disclosure certificate.

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)

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 are alleged to have harmed children. The FA is always fair and will only consider offences and information that are significant and relevant to the care of children. These offences include, for example, 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). For further information, visit [www.TheFA.com/CRB](http://www.TheFA.com/CRB)

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 your club and county will be told of the suspension, although not the reason for it.

**Please refer to Frequently Asked Questions (FAQs) on [www.TheFA.com/CRB](http://www.TheFA.com/CRB)**