



FA DBS Online Applicant Guidance

How do I get started?

Go to <https://gbg.onlinedisclosures.co.uk/> and select **REGISTER** from the login screen on the right hand side in a grey box and enter the information requested, including:

Org PIN 103708

Org name Ruislip Rangers FC

Secret word **Robe**

Once registered you can then login using the above organisation PIN, your email address and password created as part of the registration process and commence your online DBS application. 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 the Club Welfare Officer (Sean Brosnan) in support of your application. All Identity Documents (ID) must be original, photocopies are not acceptable, however, please send me (Sean) photocopies of the said documents ensuring the dates are all eligible as well for me to retain initially, I will destroy those copies after your application has been processed. The list of acceptable ID and an ID selection tool form part of the online application. Please contact me via email (s.brosnan@londonmet.ac.uk) when you have completed your form and you can send me your photocopies by external post drop through my letterbox or scan me the said documents ensuring they are clear copies for me to read from especially the dates.

What happens next?

The Club Welfare Officer will verify your Identity Documents (ID) pay and submit the application to The FA CRB where the application will be validated before progressing to the DBS for further processing. Upon completion, the DBS will issue you with a copy of the DBS Disclosure. The FA DBS will update their records and forward the Disclosure result to The FA.

How much does it cost, how do I pay?

The club will pay for two managers per team to have DBS checks completed. Each check after this is £10.

DBS checks are required for any coach that works with the team four times or more. If you are unsure whether you need a check please email or phone Sean Brosnan.

Use of CRB 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 it secure?

Yes. The Online Service is tested, approved, audited and used by several government departments. Information security management: UKAS accredited, ISO 27,001:2005.

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

The FA CRB team

Sean Brosnan

Child Welfare Officer

Ruislip Rangers FC

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