



FA DBS Online Applicant Guidance

How do I get started?

This is dependent on if you have an account on Whole Game System (WGS) or not.

(If you do have an account skip to step 2)

1. If you do not have an account, you can create one yourself by going to the WGS login page at: <https://wholegame.thefa.com/Account/Login?ReturnUrl=%2f> and clicking the blue text at the bottom of the box which reads: **To create a FAN ID, please click here.**

You will need to enter your full name, date of birth, email and address.

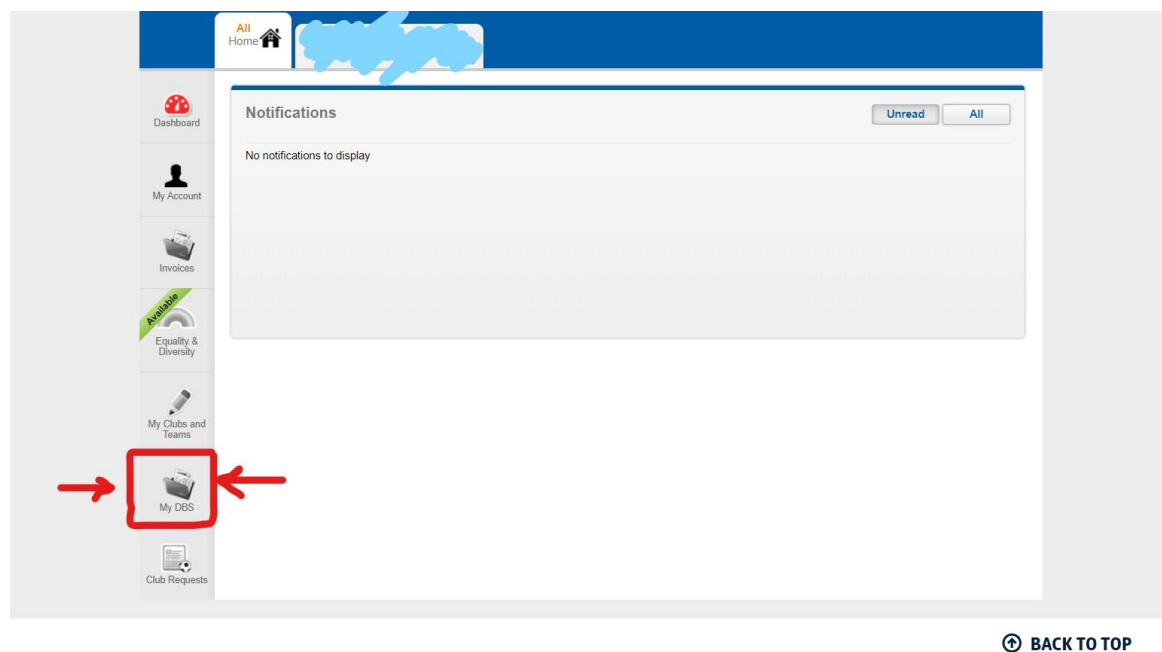
This will create an **account** for you and a **Football Association Number (FAN) ID**. Then it will ask you to verify your email address.

Once you have done this please contact the Club Administrator (clubadministrator@ruisliprangersyfc.org.uk) with your **Full name/FAN, Date of birth** and **Postcode**, who will add you as a DBS applicant on the system.

2. Login to your WGS account (with your email/FAN ID and password) at: <https://wholegame.thefa.com/Account/Login?ReturnUrl=%2f>

If you cannot remember your password you can reset/retrieve it via the **Reset/Retrieve Password** link, in **blue** text, on the right-hand side of the login box.

3. Go to the **'My DBS'** tab on the left-hand side of the screen, near the bottom of the column of tabs.



4. Click the **'Start Application'** button on this next screen.
5. An email will be sent to you from GBG (the online DBS Check company) with a link to complete your application and select your ID to be verified. You will be asked for your National Insurance, Passport and Driving Licence numbers so please ensure you have this information ready. Also, please make sure you select documents that you have – otherwise you will have to start your application from the beginning again.
6. Then contact Ben Wong or Sean Brosnan to arrange a time for them to check your ID as you are required to provide proof of identity in support of your application.

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. And your DBS check status will change on WGS.

How much does it cost and 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

Ben Wong – Club Chairman

MarkHollinrake – Club Administrator

Ruislip Rangers FC