



DBS Update Service Guidance Notes for Applicants

Porting a Criminal Records Check (CRC) from other organisations

Since June 2013 the Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online, meaning they may never have to apply for a new criminal records check.

To use a disclosure obtained through a different organisation for your role within FA affiliated football you must have:

- applied for the criminal records check after 17 June 2013
- registered the Disclosure with the DBS Update Service by creating an online account on gov.uk paying the annual subscription of £13 (free for volunteers)

The Criminal Records Disclosure Certificate you wish to port to The FA must exactly match the requirements of the role within The FA. For the majority of roles within The FA this will be an Enhanced level check with a check against the DBS Children's Barred List with 'Child Workforce' detailed within the position applied for.

Disclosures initially sought for volunteer roles cannot be ported for a non-volunteer role.

How do I port my disclosure?

Once the above has been confirmed, please send the following documentation to:

FACRB, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP

- Original Disclosure Certificate
- Certified copies of 3 pieces of ID (passport, Driving Licence, Utility Bill). [Click Here](#) for alternative forms of ID or see DBS guidance at www.gov.uk/dbs
- Consent form authorising The FA to carry out annual status checks
- Cheque for £20 made payable to FACRB (£10 administration fee for initial porting and return of disclosure certificate plus £10 administration fee to cover 'lifetime' Criminal Records Status Checks)

ID checking – how does this work?

The Post Office offers a document certification service at a cost of £7.15 using form [P6582](#). Further information can be found at www.postoffice.co.uk/document-certification-service To find a Post Office near you that offers this service look for the 'ID checking Service' on Branch Finder.

Can I have my ID verified by a CWO or CFA PIN verifier?

For the purposes of the Update Service only Post Office certified ID is acceptable.

What happens next?

- FACRB will validate the Disclosure to ensure this can be ported and liaise with applicant where further information is required
- FACRB will update The FA's records accordingly and schedule the disclosure for annual status checks
- The original Disclosure Certificate will be returned to the applicant for safe keeping

What information does the Status Check provide?

The outcome of a valid Status check will be one of the following:

- **The Certificate did not reveal any information and remains current as no further information has been identified since its issue.** This means that the individual's Certificate contains no criminality or barring information and no new information is available
- **The Certificate remains current as no further information has been identified since its issue.** This means that the individual's Certificate did contain criminality or barring information and no new information is available
- **This Certificate is no longer current. Please apply for a new DBS check to get the most up to date information.** This means that the individual's Certificate should not be relied upon as new information is now available and you should request a new DBS check
- **The details do not match those held at DBS. Please check and try again.** This means the individual did not subscribe to the Update service; or the DBS certificate has been removed from the Update Service; or the information entered is incorrect

Further information on DBS Update Service can be found at www.gov.uk/dbs-update-service

Before sending to FACRB, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP

Checklist:

Have you enclosed?	<input checked="" type="checkbox"/>
Original DBS Disclosure Certificate	<input type="checkbox"/>
Post Office Certified ID	<input type="checkbox"/>
Signed Consent Form	<input type="checkbox"/>
Cheque for £20 payable to FACRB	<input type="checkbox"/>