



VERIFIER GUIDANCE DOCUMENT

DBS applications

In order to volunteer with children or vulnerable adults in football, an individual must hold a current and valid DBS check through the FAW.

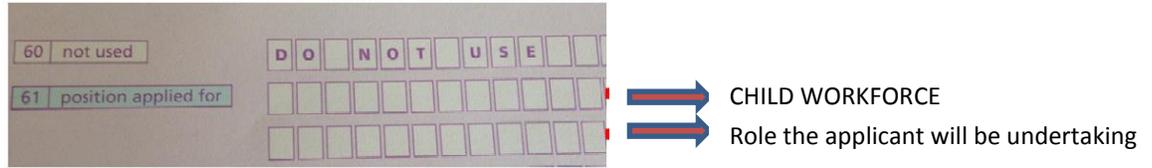
The level of check will depend on the amount of contact that they have, and in what capacity:

- Generally the majority of club roles will go through as a 'Level 1' check which is an enhanced check for regulated activity. This check will check an applicant's criminal record history, as well as the barred lists.
- If an applicant will NEVER be unsupervised they can have a 'Level 2' check which is an enhanced check. This level only checks an applicant's criminal record history.
- **WITHIN 2-6 WEEKS OF APPLYING FOR A DBS CHECK, THE APPLICANT WILL RECEIVE A GREEN DISCLOSURE CERTIFICATE. THIS MUST BE SUBMITTED TO THE FAW FOR ASSESSMENT BEFORE THE APPLICANT CAN COACH.**

Application Forms

Prior to submitting an application form to the FAW, the following must be checked:

- Has it been completed in black ink? If not, a new application pack will need to be requested and completed.
 - Is the applicant's signature less than 90 days old? If not, a new application pack will need to be requested and completed.
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- Have all sections marked in **yellow** been completed? Do they have a middle name?
 - Have all necessary **additional fields** been completed? E.G. NI number, DL number, Passport number
 - Has the applicant provided **5 years full & continuous address history**?
 - Has the applicant's ID been verified- please ensure that you have seen a minimum of **3 forms of original identification**. If this is not possible please answer no to question 59 and the police will contact the applicant directly to arrange to verify their identification via fingerprinting.
 - Please ensure that on field X61 the workforce with whom the applicant will be working with must be written on the first line i.e. if the applicant will be working with children please write 'Child Workforce.' The actual role that the applicant will be doing must go on the second line i.e. Coach



- Please specify the level of check:
 - o All checks will be '**Enhanced**' and if the applicant will be unsupervised, we are entitled to know whether they are barred from working with children, but **not** whether they are entitled to know whether they are barred from working with adults. Also, applicants should never be working with children at their home.
- Please specify the **application type**
- Please answer the question 'Is this application for a free of charge volunteer?'
- Please **leave section Y blank** as this will be completed by a member of the Safeguarding team prior to the form being submitted to the DBS.