



## **DBS Process for MYFC Volunteers**

Thank you for volunteering...! Before you can begin, you need to complete all of the steps below.

The DBS process can take a few weeks to complete, so the sooner you start, the better.

Our Club Welfare Officers (CWOs) may also need to complete other reference checks.

Our CWOs are also on hand to guide you at any time: [cwo@myfc.club](mailto:cwo@myfc.club)

### **1. Obtain/share your FA Profile and FA Number (FAN)**

The FA uses your FA Number (FAN) as your identity for all your FA activity (courses, etc.). Your FAN is important; you will need it again, so please make a note of it.

#### **\*New\* Volunteers at the Club**

- **If you already have your own FA profile and FAN** as a player, parent or coach, please send your full legal name (as it appears on your passport), your date of birth and your FAN by e-mail to our Club Welfare Officers at [cwo@myfc.club](mailto:cwo@myfc.club). They can then use this information to find you on the FA system and link you to our Club.

- **If you think you already have a FA profile and FAN, but have lost it or can't remember it**, you can retrieve it here: <https://secure.thefa.com/FAN/RetrieveFANDetails.aspx> Then send your full legal name (as it appears on your passport), your date of birth and your FAN by e-mail to our Club Welfare Officers at [cwo@myfc.club](mailto:cwo@myfc.club). They can then use this information to find you on the FA system and link you to our Club.

- **If you don't already have your own FA profile and FAN**, please send your full legal name (as it appears on your passport) and your date of birth plus your e-mail address, phone number and postcode to our Club Welfare Officers at [cwo@myfc.club](mailto:cwo@myfc.club). They can use that information to create a FA profile for you and link you to our Club. They will share your new FAN with you so please make a note of it as you will need it again.

#### **\*Existing\* Volunteers at the Club**

- Please e-mail our Club Welfare Officers at [cwo@myfc.club](mailto:cwo@myfc.club) asking them to initiate the DBS application process for you.

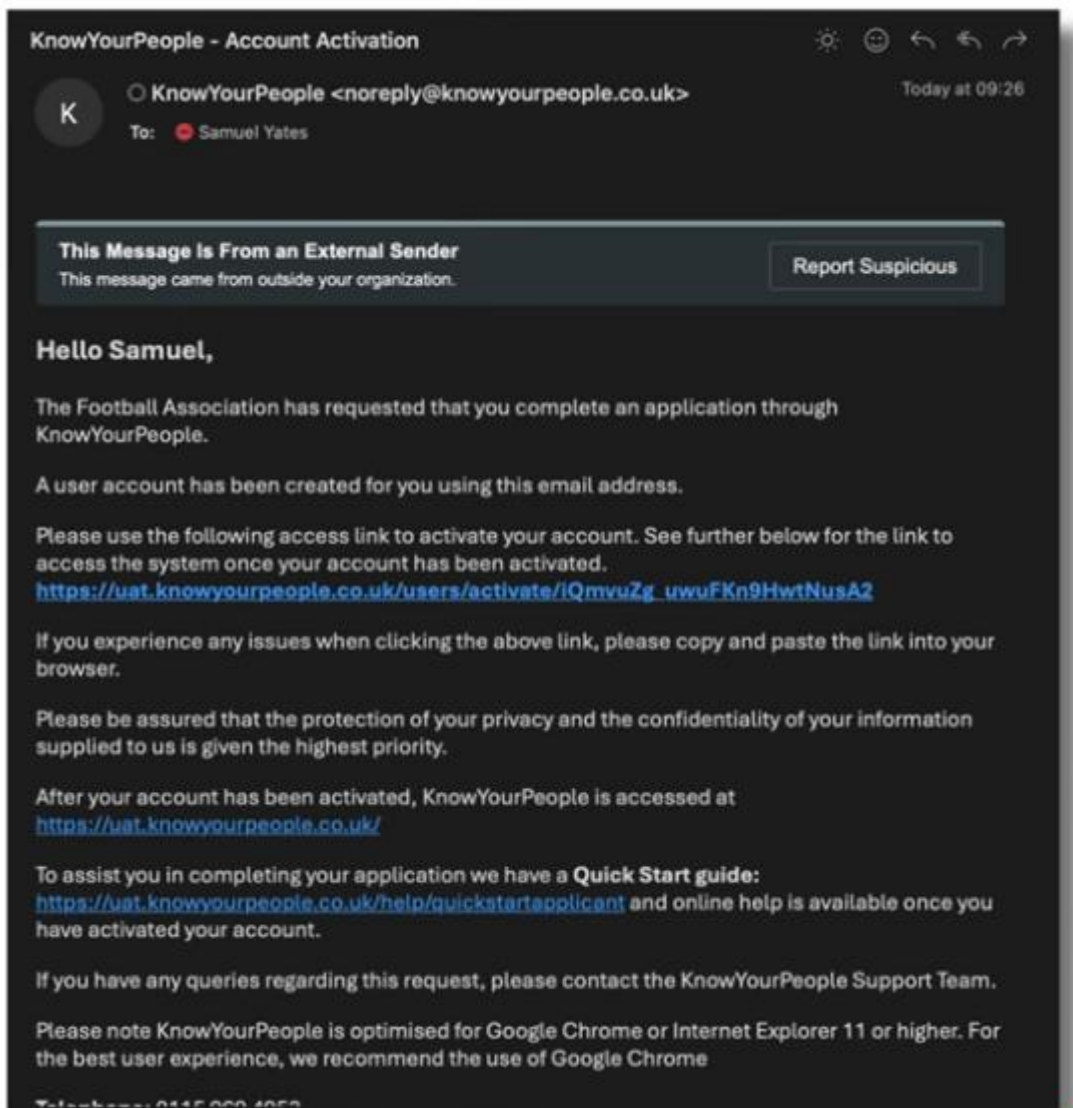
- If you are already linked to our Club as an existing volunteer, our Club Welfare Officers will be able to do this for you.

### **2. MYFC CWO initiates new DBS application**

- Once you have contacted [cwo@myfc.club](mailto:cwo@myfc.club) sharing the required information set out in Step 1 above, one of our club Welfare Officers will initiate a new DBS application for you.

### 3. Activation e-mail sent from noreply@knowyourpeople.co.uk

- Once a new application is initiated by our CWOs, you will receive an automated email from [noreply@knowyourpeople.co.uk](mailto:noreply@knowyourpeople.co.uk)
- This will be sent to the e-mail address linked to your FA profile. Please check your spam folders etc.
- If your FA profile has an old e-mail address linked to it, you can update it by logging on here using you FA login credentials (old e-mail plus password): <https://myaccount.thefa.com/>
- The activation e-mail will look like the example e-mail set out below:



### 4. Activate your account and complete your application

- Follow the instructions and guidance set out in the activation e-mail.
- This involves creating an account with First Advantage, the service provider which processes all of the DBS applications on behalf of the FA. You will need to create a password to access your account and application.

- Once you have created an account with First Advantage, the website to then access your First Advantage account and DBS application is: <https://fchecks.knowyourpeople.co.uk/>

- Watch this useful video produced by the FA and First Advantage which explains how to complete your application:  
<https://grassrootstechnology.thefa.com/support/solutions/articles/48001272449-how-to-complete-the-dbs-process-as-an-applicant-step-2->

## 5. Payment and completion

- As part of the process, you will have to make an online payment of £10 which is the application and checking fee.

- Please remember to claim this fee back from the Club via treasurer@myfc.club (send the email receipt and your bank account details).

## 6. Approval

- Once approved, you will receive a certificate in the post.

- The Club does not need to see this, but please keep it safe.

- The Club will also be able to track the progress of your application on the FA's system.

- One of our CWOs or our Club Secretary will let you know when all of the checks are complete, and you can start to help out with your team and players.

### Note:

It may take 2-3 weeks for the DBS to process, although it can occasionally take longer. So, once you have obtained your FAN number, we recommend that you **immediately commence** the required courses/qualifications for your role, rather than waiting for the DBS to arrive first.

See the qualifications/courses you need here: <https://www.myfc.club/volunteer-welcome-pack>.