



Westbury Sports Club

FA CRB Applicant Guide

Before you start, you must have a FAN. If you do not have one, go to <https://www.thefa.com/account/signin> and sign up.

How do I get started?

Go to gbg.onlinedisclosures.co.uk and you will be presented with the **Sign In** page. Click on **Register**

Step 1 of 2

Register using the Org Pin 103547.

Step 2 of 2

Enter the secret word **drive**. The organisation should display **Westbury Sports Club FC**. Tick the box to confirm.

Complete the registration process.

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 CRB 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.

Once completed and submitted you are required to provide proof of identity to our Club Welfare Officer in support of your application. All Identity Documents (ID) must be original, photocopies are not acceptable. The list of acceptable ID and an ID selection tool form part of the online application.

What happens next?

You must contact the Club Welfare Officer **within 7 days** who will verify your Identity Documents (ID) and submit the application to The FA CRB where the application will be validated before progressing to the CRB for further processing. Upon completion, the CRB will issue you with a copy of the CRB Disclosure. The FA CRB will update their records and forward the Disclosure result to The FA.

How much does it cost, how do I pay?

There is a volunteer's fee of £10 which will be paid by Westbury Sports Club.

Use of CRB Enhanced Disclosure information by The FA

By completing an online CRB Enhanced Disclosure application you are allowing The FA to have sight of any criminal record or non-conviction information that is held and released by the Police via the CRB process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the CRB Code of Practice, The FA may disclose this information to those involved in making a suitability decision. The FA may use any or all 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.

Contact Details

Should you require any further information or assistance, please contact the Club Welfare Officer, Nigel Leinweber on 07980 867154 or the Club Secretary, David Mottershead on 07787 504126.