



**ENGLAND
FOOTBALL**

HOW TO COMPLETE AN ENHANCED DBS CHECK AS A TEAM OFFICIAL

Please note – **This check must be started by your Club Welfare Officer.** This process is for any Team official that has either never had an Enhanced DBS through the FA or is renewing an Enhanced DBS through the FA.

Step 1 – Contact the Club welfare officer to start your Enhanced DBS check.

Step 2 – You will receive a email from Know Your People (Please check your junk email).

Step 3 – Click on the link on the email that was sent from Know Your People (Use a mobile phone for the best experience).

Step 4 – Scroll down to the pending application stage and click Complete this application.

Step 5 – Read through the information and check you have the correct documentation before proceeding when you have done this click Continue.

Step 6 – Read through the next page and click on the agree box.

Step 7 – You will then be directed to Yoti a trusted verification platform and click Start to begin verifying your own documents.

Step 8 – Read how your documents will be used and click Continue.

Step 9 – Follow the instructions and the select which documents you will be using and Scan the documents using the camera on your mobile.

Step 10 – Once you have done this you will need to follow the instructs and scan your face using Face ID

Step 11 – Once you have done this you can pay for your application, **please ensure you have pressed you are a volunteer** (The DBS application fee for Volunteers - Unpaid is £11).

If your application fails self-verification – please contact your club welfare officer for a Face-to-Face ID verification at the Club.

If you require any further information, please visit [GrassrootsTech - YouTube](#) for videos on how to complete your DBS application.