



Registering your FA Criminal Records Check (CRC)



When an individual has had their FA CRC application verified **OR** has received their CRC Disclosure Certificate through the post they can register it by following the guidance below. Registering a FA CRC means there is no need to renew the CRC every 3 years as it will be automatically updated by the system as long as there is no change in an individual's status

CRC Registration - Can I renew my FA CRC automatically?

Yes. You can now have life-time renewals of your FA CRC which means you will not need to re-apply every three years.

To take advantage of this opportunity you will need to:

Register your FA CRC with The Disclosure and Barring Service (DBS). You can use your application reference number which is a number allocated by the online system to your application, prefixed by the letter **E**. The application reference number can be provided a day after your application has been verified, by the Welfare Officer;

or

if you want to wait until your CRC Disclosure Certificate comes through the post you then have 19 days to register with the DBS Update Service from the date of issue shown on the Certificate, using the Certificate Reference Number

To Register with DBS go to <https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

The vast majority of people will register as a 'volunteer' - as they receive no payment for the role they fulfil on behalf of a club or league.

Referees at levels 4>10 inclusive are also normally considered to be volunteers.

then

Inform the FA Criminal Records Unit (Online Disclosures) who administer the CRC's. You can register with this Unit any time after Registering your FA CRC with the DBS. The FA CRC Unit will email you back with a form to complete and charge a single £10 administration fee.

Email fchecks@thefa.com

Once registered for this service, The FA CRC Unit will make annual checks on your CRC status for as long as you remain in football – without further charge.

You can contact the DBS Helpline: **03000 200 190** if you want to discuss the above.

For more information and guidance on The FA CRC policy, the DBS update service and FA CRC life-time checks please visit:

www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks