



# BAFA

British American Football Association

## BAFA CRB checks

BAFA is now working with a recognised umbrella body to facilitate Criminal Records Bureau checks.

The chosen body is TMG CRB (whose clients include the FA). They are an authorised CRB agent for England and Wales and also for Disclosure Scotland.

To obtain an enhanced disclosure NGB CRB check you need to follow these instructions:

1. Go to the TMG CRB website ([www.tmgcrb.co.uk](http://www.tmgcrb.co.uk))
2. Go to the CRB and ISA Services tab and click on the CRB Services link
3. Click 'CRB – order pack'
4. Leave 'New client pack' blank and tick 'additional disclosure forms'
5. Enter personal details as requested. In the box at bottom asking "...detail what roles or activities you will be seeking CRB Disclosures for" enter: 'British American Football Association affiliated Coach/Administrator/Game Official'
6. Click 'Send email'

You will receive an email confirmation and the forms will be mailed to you.

When you receive the form, fill it in (see TMG CRB's guidance notes below) and send the completed form **with the necessary valid identity documents** (see list below) to:

BAFA CRB  
West House  
Hedley on the Hill  
Stocksfield  
Northumberland  
NE43 7SW

**Do not send the form directly to TMG CRB.**

Make sure that you include:

1. The CRB form
2. All the necessary original valid identity documents
3. Stamped, self-addressed envelope – for return of your documents.
4. Cheque for £12.50 made payable to TMG CRB. A single cheque to pay for several applications is acceptable.

# GUIDANCE NOTES FOR CRB DISCLOSURE APPLICANTS

You should receive these guidelines with a CRB Disclosure Application Form.

Please follow all the instructions **carefully**.

## *Before you start:*

- You need a **black pen**
- You must use CAPITAL letters
- If you make a mistake put a line through it. Write the correction to the right of the mistake.
- **Do not** use correction fluid

Write **neatly**, keeping letters inside each box

## *Section A*

- Put a cross through your title
- Give your current surname and **all** your forenames
- Give your current address. Leave a gap between words but not between the numbers and letters in your postcode
- Give the date you moved into your current address

Section A should look similar to this:

A		Applicant's details									
1	Title	Mr	<input checked="" type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	
2	Surname	S M I T H									
3	Forename(s)	A N D R E W J O H N									
4	Current address	4 5 T H E H I G H S T R E E T									
5											
6	Town/City	M A N C H E S T E R									
7	County	L A N C A S H I R E									
8/9	Postcode	L A N 1 2 3				At current address since		0 6 1 9 9 2		(month and year)	
10/11	Date of birth	1 4 0 3 1 9 6 5				Male		<input checked="" type="checkbox"/>	Female	<input type="checkbox"/>	
12	National Insurance number	N 1 2 3 A B 3 4 H									

## *Section B*

- Line 13, **position applied** for. If the job title does not make clear the nature of the work, be more specific (for example, Manager, Club Coach, Official).
- Line 14, **organisation name**: write organisation name in this case - BAFA
- Line 15, **organisation address**: write organisation address - West House, Hedley on the Hill, Stocksfield, Northumberland, NE43 7SW

B		Details of position for which Disclosure is being requested	
13	Position applied for	FA LICENSED AGENT	
14	Organisation name	THE FA	
	Organisation address		
15	Address	25 SOHO SQUARE	
16			
17	Town/City	LONDON	
18	County		
19	Postcode	W1D4FA	

- Line 20: If Ms or Mrs, previous surnames must be given (with dates of used if applicable) even if there has been no name change since birth
- Line 20 to 27: It is important to give any name changes. If you have had several name changes you may need to add a continuation sheet. A blank sheet of paper can be used for this. If you were adopted before the age of ten we do not need your birth name. If you were adopted after the age of ten your birth name is required.
- Line 28 to 30: Enter your place of birth as recorded on your birth certificate
- Lines 33 to 35: Phone numbers are required as we often need to contact people to clarify details.

### **Section D**

- Any addresses you have had in the last five years, other than your current address shown in Section A, must be listed here:
- If you have moved more than twice you will need to list your other addresses on a continuation sheet. Either a copy of the additional address sheet or a blank sheet of paper can be used for this
- If you have been travelling abroad with no fixed address, clearly state the **country** you were travelling in
- Please note: There must be **no gaps or overlaps** in the address history

### **Sections E F G**

Please leave blank. These sections are not required

### **Section H**

Please sign and date

### **Sections X Y Z**

Leave blank

## **Payment**

Cheque for £12.50 made payable to TMG CRB.

## **List of Valid Identity Documents**

You are required to provide a minimum of three original forms of identity (ID) with your application. Photocopies are not acceptable.

***Either:***

- Three documents of which at least one is from Group 1
- Or five documents from Group 2

**All documents** must be in your current name. **One document** must confirm your date of birth. **One document** must confirm your current address.

***Group 1***

- Passport – any nationality – must be current.
- EU National Identity Card
- Driving Licence (UK) England/ Wales/ Scotland/ Northern Ireland/ Isle of Man - either photocard or paper (a photocard is only valid if the individual presents it with the counterpart licence)
- Birth Certificate (UK) issued within 12 months of date of birth
- HM Forces ID Card (UK)
- Firearms Licence (UK)
- Adoption Certificate (UK)

***Group 2***

- Marriage/Civil Partnership Certificate
- Financial Statement \*\*e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document
- P45/P60 Statement (UK) \*\*
- Mail Order Catalogue Statement \*
- Bank/Building Society Statement \*
- Court Claim Form (UK) \*\*
- Documentation issued by Court Services
- Utility Bill \* e.g. electricity, gas, water, telephone – including mobile phone contract/bill
- Exam Certificate e.g. GCSE, NVQ
- TV Licence \*\*
- Addressed Payslip \*
- Credit Card Statement \*
- National Insurance Card (UK)
- Store Card Statement \*
- NHS Card (UK)
- Mortgage Statement \*\*
- Benefit Statement\* e.g. Child Allowance, Pension
- Insurance Certificate \*\*
- Certificate of British Nationality (UK)
- Council Tax Statement (UK) \*\*
- Work Permit/Visa (UK) \*\*
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK) \* e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security Connexions Card (UK)

\* Documentation should be less than three months old

\*\* Issued within the past 12 months

## **Contact details for further information**

**Do not send your application form direct to TMG CRB. It must be sent to BAFA for verification.**

TMG CRB, 1 Wilford Business Park, Ruddington Lane, Nottingham, NG11 7EP

Helpline: 0115 969 4606

e-mail: [crb@tmgcrb.co.uk](mailto:crb@tmgcrb.co.uk)

web: <http://www.TMGCRB.co.uk>

### ***Returning your application form (where organisation has authorised verifier):***

1. Return your form to your organisation verifier along with your ID.
2. Your verifier will check your IDs, enter details from the documents on the application form and return the documentation to you.

### ***What happens next?***

- Your verifier will send your Disclosure application form to us.
- We will check the form for accuracy, complete Section Y, enter the details on our database and forward to the CRB at Liverpool
- The CRB will run the relevant checks
- The CRB will issue two copies of the Disclosure. One copy will be sent to you. We will receive the other copy. We will record the Disclosure number and issue date on our database. We will then forward the Disclosure details to your organisation.
- This process takes a minimum of two weeks. The CRB aim to process 90% within six weeks

### ***Helpline***

Helpline 8.30am – 5.30pm, Monday to Friday

Further information on the CRB process can be found on the TMG website.