

# LITTLETON JUNIOR FC

## 2025/26 DBS INSTRUCTIONS

FUN. FRIENDSHIP. FOOTBALL

LITTLETONJUNIORFC.COM



### STEP ONE

THIS STEP IS FOR NEW COACHES & VOLUNTEERS JOINING LJFC OR COMPLETING YOUR FIRST DBS.  
IF YOU ARE RENEWING YOUR DBS WITH LJFC PLEASE JUMP TO STEP TWO.

#### GET ADDED TO THE FA PORTAL

Please email [cwo@littletonjuniorfc.com](mailto:cwo@littletonjuniorfc.com) the following information:

- Your full name
- Date of birth
- FAN ID
- Email address

These details will need to match your details in [myaccount.thefa.com](https://myaccount.thefa.com). In your account on the FA is where you'll find your FAN ID if you don't know it, or you can use The FA's FAN finder [here](#).

**Remember, Step One is for first time coaches / volunteers only.**

Once added to the system you'll be emailed to confirm this has been done and you can then move to Step Two.

### STEP TWO

#### START OR RENEW YOUR DBS CHECK

1. Go to My Account at [myaccount.thefa.com](https://myaccount.thefa.com).
2. Under the Safeguarding section, click 'Start DBS'.
3. Check your email address is correct and click 'Confirm'.
4. Your status will show as 'Initiated', and you'll receive an email shortly with further steps (check your junk/spam folder if you don't see it).
5. Follow the link in the email to the DBS system (Know Your People / First Advantage), create your account, and start your application (Step Three).

**Need extra help?** Watch this video: <https://youtu.be/ZU-oRouw8dE> (from 1:39 most relevant for coaches)

### STEP THREE IS ON THE NEXT PAGE

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### STEP THREE

#### COMPLETING YOUR APPLICATION

Click the link in your email from First Advantage, or go to <http://fchecks.knowyourpeople.co.uk> on your device.

**(We recommend using a mobile device for the best experience).**

1. Scroll to 'Show pending application' and tap 'Complete this application'.
2. Read the information carefully and make sure you have the required documents ready before you continue.
3. Read the 'Statement of Fair Processing', check the boxes, and tap 'Agree'.
4. You'll be redirected to Yoti, a secure verification platform. Tap 'Get started', read how your info will be used, and tap 'Continue'.
5. Follow the instructions to select and scan your documents using your device's camera.
6. You'll also need to verify your identity by scanning your face.
7. Once complete, you'll be able to pay for your application and finish this section.

**You can claim this expense back from the Club here.**

**Need extra help?** Watch this video: [https://youtu.be/NPI\\_gSA0GHs](https://youtu.be/NPI_gSA0GHs)

### STEP FOUR

#### MONITORING YOUR APPLICATION

1. Go to My Account at [myaccount.thefa.com](https://myaccount.thefa.com).
2. Under the Safeguarding tab, you'll see your application status under 'New DBS Application'.

**Need extra help?** Watch this video: [https://youtu.be/\\_yJxMRJO4ps](https://youtu.be/_yJxMRJO4ps)

### NEED EXTRA SUPPORT?

#### ONLINE RESOURCES

Nearly all of your questions can be answered online, please use the below link to find answers to the most asked questions before asking the CWO.

Visit [grassroots.technology.thefa.com](https://grassroots.technology.thefa.com) or email [cwo@littletonjuniorfc.com](mailto:cwo@littletonjuniorfc.com).

Thank you for helping keep Littleton Junior FC a safe and welcoming club!