



# Mulbarton Wanderers & Belles Football Club

## CRIMINAL RECORDS CHECK

All coaches and volunteers who have regular contact with children must have an up-to-date Criminal Records Check (DBS Enhanced Certificate).

This is something that you will need to complete yourself, with an online questionnaire that needs to be filled in before you take your identity documents to the County FA for verification. The cost of the check is £10 which will be reimbursed by the football club after you've received your certificate.

To access the online portal please click the link below and follow the instructions. Please ensure you use your own email address and password to register, then when prompted you will need the Pin and Secret Word which are also below.

<https://gbg.onlinedisclosures.co.uk>

PIN = 104293

SECRET WORD = Dick

Once you've completed it you will have to take the identification documents that you chose in the online segment to the County FA Headquarters at 11 Meridian Way, Thorpe St Andrew, Norwich, NR7 0TA. They will take photocopies of your documents and you will receive your certificate in the post within the next few weeks.

If you have any further queries please email [dannygaskin@hotmail.com](mailto:dannygaskin@hotmail.com)