



## Applying for Disclosure and Barring Service (DBS) Enhanced Check

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### Who needs to apply?

All team officials over the age of 16 with under 18 players registered to their team of all age groups.

### When do I need to do it?

All registered team officials should apply without delay.

### What happens if I do not hold a valid DBS Enhanced reference?

Without exception, all team officials must not enter changing rooms and other areas where safeguarding is put at risk until a valid DBS Enhanced check is held.

### Where do I record my DBS Enhanced reference number?

You can enter this in the DBS field when registering at <https://brha.co.uk/register>.

### Can I use a DBS check from another organisation?

Yes, but it must be DBS Enhanced and so-called 'portable' so the BRHA can check the status via the Government's website. Anyone without a portable DBS Enhanced check must apply.

### How much does it cost and how do I pay the fee?

As this is voluntary work, there is a nominal fee of £10. This is cost price and the BRHA does not make any money on this. The fee will be charged to your Sportily profile and you will receive an invoice from BRHA National Executive Committee to pay via bank transfer (BACS) within 7 days of receiving the invoice.

What proof of identification can I use? Please be prepared to upload two forms of ID. For a full list of accepted documents, visit [ID checking guidelines for standard/enhanced DBS check applications](#).

### How do I apply?

- Go to: <https://client.disclosureservices.com/sign-in/>
- Username: brharemote
- Password: rink402437

**IMPORTANT:** Please complete the application in a single sitting; otherwise, it will time out and you will need to start over. During your application, use must the following values when asked. If you enter this incorrectly then we may still be charged, and this cost will be passed on to you as the applicant:

- Application level: DBS Enhanced
- Workforce type: Child
- Job Title/Role: "UNSUP MANAGER COACH HELPER"

### I need help. Who can I contact?

If you have questions, then email us: [nationalexec@brha.co.uk](mailto:nationalexec@brha.co.uk) or contact our DBS umbrella company on 01978 510100 (open 08:00 – 18:00 UK business hours).