

DBS Process

- 1** Application is initiated by Ecclesfield Spartans and sent to the **email address on YOUR FA account**. Make sure you keep this up to date.

Ecclesfield Spartans have no access to the system and can provide no help at these stages.

This is the KnowYourPeople help site:
<https://help.fadv.com/s/>

- 2** **YOU** complete the application on the KnowYourPeople website.
- 3** **YOU** pay for the application (currently £11).
- 4** Ecclesfield Spartans countersign your id to confirm that details have been entered correctly.
- 5** DBS is processed by KnowYourPeople and arrives back with you. At this point Ecclesfield Spartans will reimburse the £11.
- 6** DBS appears on your FA details on the clubs portal eventually.