

Paid coaches based in England and Wales

To apply and pay for a new or renewal DBS check, please follow the steps below:

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1. Login to your Hub profile at british-taekwondo.com
 2. Click on the heading 'Applications' followed by 'New Applications' and select the £75 disclosure check application. Once selected, click submit.
 3. Once you have made your payment (£75) for your DBS check via your Hub profile, British Taekwondo will create an online DBS application for you via our providers, First Advantage.
 4. You will receive an email from First Advantage Online Disclosures with a link to create a login and activate your online DBS application. You will receive a second email from British Taekwondo with information on how to complete your DBS application and how to verify your ID documents at the post office.
 5. You will need to complete your online DBS application, print out the ID verification form at the end of your application and take this to the post office with your three ID documents that you have selected to complete your ID verification checks.
 6. Once the post office has verified your ID documents, your application will process with DBS and British Taekwondo will be able to track your application online via the First Advantage site.
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Please note: Without disclosure checks clearance with British Taekwondo, coaches are not covered by their British Taekwondo insurance.

British Taekwondo advise all coaches and club officers to register onto the DBS Online Update Service and will remind coaches and club officers to do this once applications are complete.

Your DBS check is to be renewed every three years with British Taekwondo, either through the DBS Online Update Service or by completing a new DBS application again.

Volunteer coaches based in England and Wales

To apply and pay for a new or renewal DBS check, please follow the steps below:

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1. Login to your Hub profile at british-taekwondo.com
 2. Click on the heading 'Applications' followed by 'New Applications' and select the £30 disclosure check application. Once selected, click submit.
 3. Once you have made your payment (£30) for your DBS check via your Hub profile, British Taekwondo will create an online DBS application for you via our providers, First Advantage.

4. You will receive an email from First Advantage Online Disclosures with a link to create a login and activate your online DBS application. You will receive a second email from British Taekwondo with information on how to complete your DBS application and how to verify your ID documents at the post office.
 5. You will need to complete your online DBS application, print out the ID verification form at the end of your application and take this to the post office with your three ID documents that you have selected to complete your ID verification checks.
 6. Once the post office has verified your ID documents, your application will process with DBS and British Taekwondo will be able to track your application online via the First Advantage site.
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British Taekwondo advise all coaches and club officers to register onto the DBS Online Update Service and will remind coaches and club officers to do this once applications are complete.

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Please note: Any lead coach applying for a volunteer Disclosure check will have to meet the following criteria to prove that they are a volunteer;

- **They must be operating at not-for-profit clubs only**
- **The club(s) must each have a Management Committee in place (Chair, Secretary, Treasurer, Welfare Officer etc.)**
- **The club(s) must each have a Club Constitution stating it is a not-for-profit club, the Club Constitution must list the Management Committee positions and be signed by at least two members of the Management Committee**
- **The club(s) must have its own independent bank account, which is managed by the Treasurer and at least one other Committee Member as an additional Signatory (not the coach), the Signatories cannot be related to, in a relationship with or cohabiting with the Coach or each other**

As evidence of the above, British Taekwondo will require;

- **A signed copy of the Club Constitution, which should contain all of the above information**
- **An email from the Club Chair stating that the lead coach is not paid by the club for their services**

If the above criteria is not met and backed up with the requested evidence, then the club cannot be classed as a not-for-profit club and the lead coach will have to pay the full price for their Disclosure checks.

Paid and volunteer coaches based in Scotland (PVG)

To apply and pay for a new or renewal PVG check, please follow the steps below:

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1. Email membership.services@britishtaekwondo.org to notify British Taekwondo that you are based in Scotland and wish to apply for a new or renewal disclosure (PVG) check.
 2. British Taekwondo will then put you in touch with our lead signatory in Scotland to liaise with, complete your PVG application and have your ID documents verified.
 3. Once your PVG application has been submitted by our lead signatory, your application will be in process with Disclosure Scotland.
 4. Our lead signatory will notify membership services once your application has been completed. You will receive an email from British Taekwondo to confirm your application is complete and Hub profile is updated.
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Please note: Without disclosure checks clearance with British Taekwondo, coaches are not covered by their British Taekwondo insurance.

Your PVG check is to be renewed every three years with British Taekwondo (on the recommendation of Disclosure Scotland).

Paid and volunteer coaches based in Northern Ireland (Access NI)

To apply and pay for a new or renewal Access NI check, please follow the steps below:

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1. Email membership.services@britishtaekwondo.org to notify British Taekwondo that you are based in Northern Ireland and wish to apply for a new or renewal disclosure (Access NI) check.
 2. British Taekwondo will then put you in touch with our lead signatory in Northern Ireland to liaise with, complete your Access NI application and have your ID documents verified.
 3. Once your Access NI application has been submitted by our lead signatory, your application will be in process with Access NI.
 4. Our lead signatory will notify membership services once your application has been completed. You will receive an email from British Taekwondo to confirm your application is complete and Hub profile is updated.
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Please note: Without disclosure checks clearance with British Taekwondo, coaches are not covered by their British Taekwondo insurance.

Your disclosure check is to be renewed every three years with British Taekwondo (on the recommendation of Northern Ireland Direct).

Paid and volunteer coaches based in Gibraltar

To apply and pay for a new or renewal disclosure check, please follow the steps below:

1. Email membership.services@britishtaekwondo.org to notify British Taekwondo that you are based in Gibraltar and wish to apply for a new or renewal disclosure check.
2. British Taekwondo will then put you in touch with the relevant person in Gibraltar to liaise with, complete your disclosure application and have your ID documents verified.

Please note: Without disclosure checks clearance with British Taekwondo, coaches are not covered by their British Taekwondo insurance.

Your disclosure check is to be renewed every three years with British Taekwondo.

The admin charges listed below are applicable across all regions, England, Wales, Scotland, Northern Ireland and Gibraltar.

Admin Charges	
Online Update Service admin charges (England & Wales)	<p>£0 (if no content on check)</p> <p>£10 (if content on check, as certificate must then go through safeguarding manager review)</p> <p>£20 (if content on check, as certificate must then go through safeguarding panel review)</p>
Update profile with regional disclosure check admin charges (Scotland, Northern Ireland & Gibraltar)	<p>£0 (if no content on check)</p> <p>£10 (if content on check, as certificate must then go through safeguarding manager review)</p> <p>£20 (if content on check, as certificate must then go through safeguarding panel review)</p>