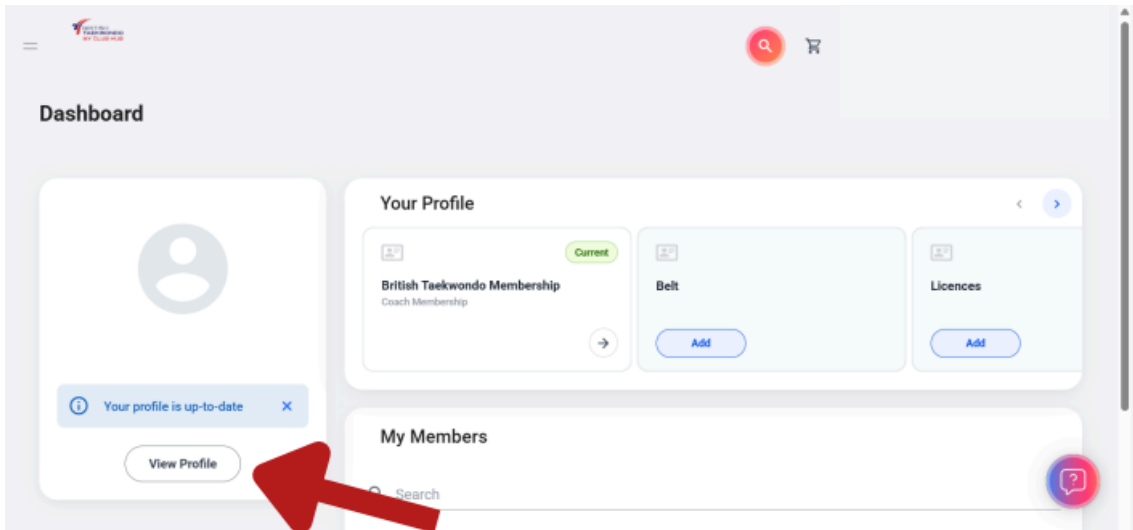


APPLYING FOR A DBS/CRC

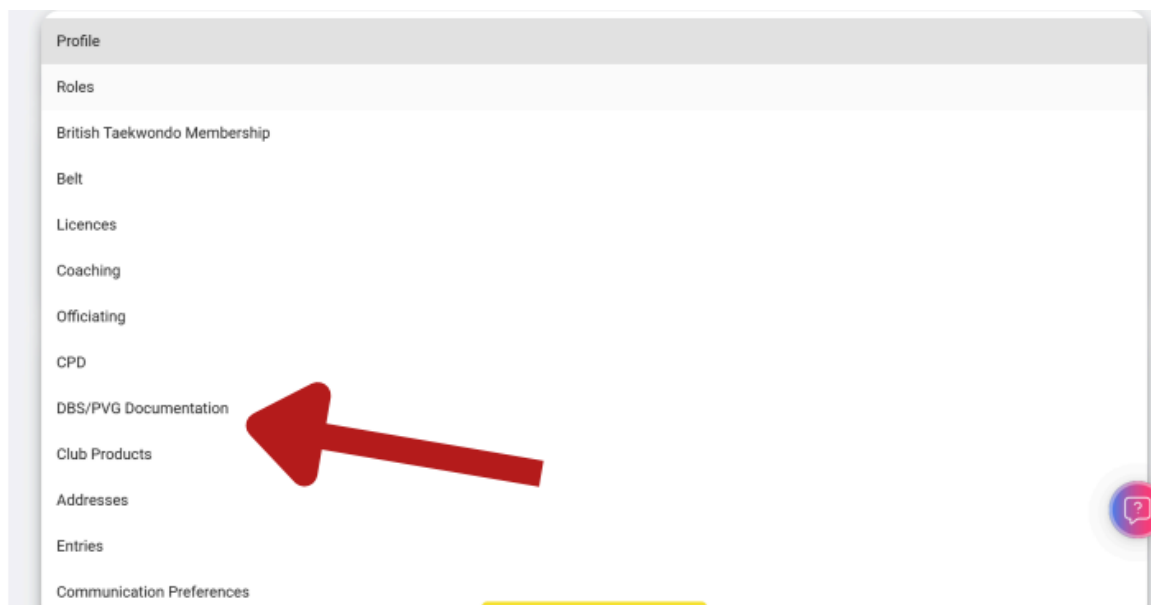
When an individual wishes to apply for a DBS or Criminal Record Check, they may use the Sport:80 system to do so. You can follow this guide to help you in that process.

First, login to your account - <https://britishtaekwondo.sport80.com/>

When you login and see the dashboard, click '**View Profile**'

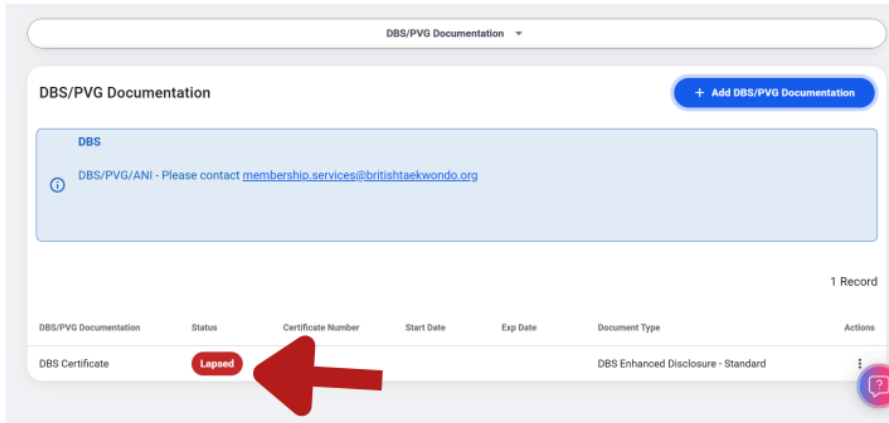


On your profile page, use the membership menu to click the '**DBS/PVG Documentation**' option

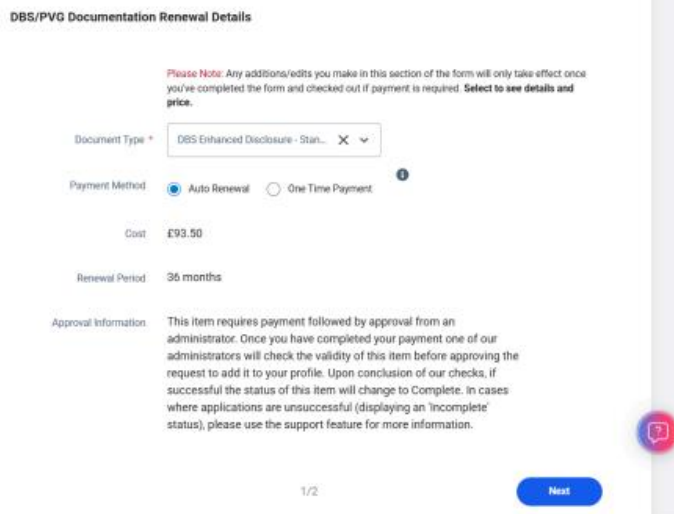


APPLYING FOR A DBS/CRC

This page will then appear, click the red area that says 'lapsed' to start the DBS Renewal Process, or the blue button that says 'Add DBS/PVG Documentation' to start a new application.



You will then see this page, where you can choose which certificate to apply for. Coaches and instructors need to select 'DBS Enhanced Disclosure - Standard'. Then select whether you want an auto-renewal or a one-time payment, and then select 'Next'



The screenshot shows the 'DBS/PVG Documentation Renewal Details' form. It includes a 'Please Note' section at the top. The form fields are: Document Type (set to 'DBS Enhanced Disclosure - Stan...'), Payment Method (radio buttons for 'Auto Renewal' and 'One Time Payment'), Cost (£93.50), and Renewal Period (36 months). There is an 'Approval Information' section with detailed text. A blue 'Next' button is at the bottom right. A red speech bubble icon is on the right side of the form.

On the following page, click the box next to 'Yes' to confirm that you understand that by submitting this information you authorise British Taekwondo to run the necessary checks to view your certificate for the purposes of validation. Then click 'Add and Checkout' if you are ready to pay

After you have completed the checkout process, keep an eye on your emails for messages from **Know Your People**, who will send you a form to fill out to help complete the DBS process.