



UKA DISCLOSURE AND BARRING SERVICE ONLINE APPLICATION

UK Athletics (UKA) offer a facility so individuals can apply for a Disclosure and Barring Service (DBS) check online. Online DBS checks are available to individuals living in England and Wales who are looking to perform one of the following roles in Athletics:

- Level 4 Technical Official
- parkrun Run Director and Volunteers

Note: For other roles in the sport (for example; Coach, Assistant Coach, Run Leader (LiRF/CiRF), Club Welfare Officer, Team Manager, Guide Runner, Technical Official (Levels 1-3) Mental Health Champion) the DBS process is run and managed by your relevant Home Country Athletics Federation.

For Individuals living in England the online application process can be accessed [here](#).

For Individuals living in Wales the online application process can be accessed [here](#).

APPLICATION PROCESS

Level 4 Technical Officials DBS Applications

Applicants can select to have their identity checked by an approved club verifier or verifier in their area (Level 4 Technical Officials only).

If you are applying to renew your officials licence, your myAthletics profile will be updated with details of how to apply.

If you have forgotten your username and/or password, you can click on the 'Forgot your username?' and/or 'Forgot your password or need a new one?' link to proceed.

Once logged in Select the 'Personal Details' section at the top of the page. At the bottom of the first column you will see your current DBS status.

If you have no DBS check or your DBS check has expired this will be shown in red - please click on the link to 'Access online DBS' next to this to complete the online application.

If your DBS check is due to expire shortly this will be shown in amber - please click on the link to 'Access online DBS' next to this to complete the online application.

If your DBS check is fully up to date the date and status will be shown in green - you do not need to act, there will be no link to access the online DBS process. It is, however, worth noting when your application is due to expire so you can act a few months before this.



Registered Office:

UK Athletics Limited | Athletics House | Alexander Stadium | Walsall Road | Perry Barr | Birmingham | B42 2BE
Tel: 0121 713 8400 | Fax: 0121 713 8452 | uka.org.uk

Registered in England No. 3686940



The online application process is simple to follow. On screen information will be provided at every stage helping you complete the application effectively. With all the relevant documentation the online application process should take no longer than 15 – 20 minutes.

parkrun DBS Applications

For parkrun DBS applications, please email dbb@uka.org.uk with your full name, address, email address, date of birth, and parkrun barcode ID. You will then be sent a username and password, which will allow you to apply for a DBS.

parkrun Run Directors and Volunteers can select from a list of approved parkrun ambassadors.

IDENTITY CHECKING

As part of the ID checking process Verifiers will need to physically see three forms of identification as detailed here Applications can be submitted to verifiers via email (preferred option to minimise delays) prior to identity checking or can be printed and taken to the verifier who will perform the identity check sign the paper form and post to Athletics Welfare PO Box 332, Sale, Manchester M33 6XL. The UKA DBS team will then submit the completed application to DBS and the Police for processing. Please note that it can take up to sixty days for the application approval process to be completed. The UKA DBS team do not complete the checks nor have access to any information about the checks.

When the UKA DBS Team have received electronic confirmation for online applications, the licence will be produced and sent out to the applicant. If you have any queries regarding this process, please contact dbb@uka.org.uk

UKA DBS Team

October 2026



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