


# Starting your DBS Check

## 1. Log on using your date of birth and email address.

You will need to generate a password. Please make this something memorable as you may need to log back into your application at a later stage.

## 2. Click complete application.

Home



Available Options:

[Complete application now](#)

Applicant Details	
Applicant Name	STEM AMBASSADOR
Date of Birth	01/01/2000
Position	Child Workforce School Science Ambassador
Email Address	charlotte.land@debp.org
Reference Number	N/A
Current status	e-Invitation Sent

Status History	
Initiated on	16/10/2018
ID verified on	N/A
Dispatched to DBS on	N/A
Entered DBS system on	N/A
Result received on	N/A

## 3. Complete the Consents and proceed.

### Consents

Please tick the boxes below to provide STEM Learning Limited and Atlantic Data Ltd. consent to process your application.

- I have read and understood Atlantic Data Ltd.'s [Privacy Statement](#).
- I give consent for my information to be used to submit a disclosure application. I understand that STEM Learning Limited and Atlantic Data Ltd. (Registered Body) will share this with the Disclosure and Barring Service. I also understand that my information will be used only for the purpose it is supplied, unless my prior consent is obtained.

### Privacy Policy - standard/enhanced checks (paper and e-Bulk applications) declaration

- I have read the Standard/Enhanced DBS check Privacy Policy for applicants at <https://www.gov.uk/government/publications/dbs-privacy-policy> and I understand how the DBS will process my personal data and the options available to me for submitting an application.

### Consent to obtain e-Bulk standard/enhanced check electronic result

- I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.

If you do not wish to give consent you may cancel your application by closing this screen.

[Proceed](#)

## 4. Select UK, EEA or Other and proceed.

### Identity document verification

The documents that are required in support of a DBS check vary depending on your nationality. Please answer the question(s) to determine the correct ID verification process.

Are you a national of the UK, the EEA or another country?\*

- UK  EEA  OTHER

[Proceed](#)

# Choosing Your Documents

**5. Have 3 Identification documents to hand before doing this.** You will need to click no on the first 2 pages to any that you don't wish to use before proceeding.

Answer the questions below. If any of the documents listed are available, they must be provided as part of the DBS application.

At least 3 documents must be provided and collectively, they must contain the applicant's:

- current, legal name
- current address
- date of birth.

The ID that applicants have will determine the application 'route' taken. If applicants have a group 1 document (below), they must produce 3 documents in total, if they don't have a group 1 document, they must select documents from the next page. The documents marked with an asterisk (\*) should contain your current address.

Click 'Proceed' to go to the next step(s) and you'll be notified when you've selected enough documents.

## What documents can be provided?

- |   |   |
|---|---|
| Passport (any nationality) ?                    | <input type="radio"/> Yes <input type="radio"/> No            |
| Photocard driving licence ?                     | <input type="radio"/> Yes <input type="radio"/> No            |
| Biometric residence permit (UK) ?               | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Adoption certificate (UK and Channel Islands) ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Birth certificate (UK and Channel Islands) ?    | <input type="radio"/> Yes <input checked="" type="radio"/> No |

[Reset](#) [Proceed](#)

## Applicant Identification

Additional documents are required for identity validation. Please answer the following questions.

**Please note:** all documents must have been issued in the UK unless otherwise stated. Documents containing the applicant's current address are marked with an asterisk.

## What documents can be provided?

- |  |   |
|--|---|
| Marriage/Civil Partnership Certificate (UK and Channel Islands)? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| HM Forces ID card (UK)?  | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Firearms licence (UK, Channel Islands and Isle of Man)? *        | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Immigration document, visa or work permit ?                      | <input type="radio"/> Yes <input checked="" type="radio"/> No |

[Start Again](#) [Proceed](#)

**6. The third page only requires you to tick the document(s) that you would like to use.**

Once you have selected enough documents a message will pop up to let you know. You are then able to proceed to the next stage.

### Correspondence/ID Cards:

- |  |  |
|--|--|
| <input type="checkbox"/> Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only - valid only for applicants residing outside of the UK at time of application) * | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK and Channel Islands)   |
| <input type="checkbox"/> EEA National ID card  | <input type="checkbox"/> Letter from Head Teacher or College Principal of a UK institution - only to be used by 16 to 19 year olds in full time education if other documents cannot be provided. * |

### Documents issued within the past 12 months:

- |   |   |
|---|---|
| <input type="checkbox"/> Mortgage Statement (UK or EEA) - (Non-EEA statements must not be accepted) * | <input type="checkbox"/> P60 certificate statement (UK & Channel Islands) * |
| <input type="checkbox"/> Financial Statement (UK) - e.g. pension, endowment, ISA *                    | <input type="checkbox"/> Council Tax Statement (UK & Channel Islands) *     |
| <input type="checkbox"/> P45 certificate statement (UK & Channel Islands) *                           |   |

### Documents issued within the past 3 months:

- |   |  |
|---|--|
| <input type="checkbox"/> Bank/Building Society Statement (UK and Channel Islands or EEA) (Non-EEA statements must not be accepted) *  | <input type="checkbox"/> Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted) *   |
| <input type="checkbox"/> Bank/Building Society Account Opening Confirmation Letter (UK) *   | <input checked="" type="checkbox"/> Bank or building society statement - Countries outside the EEA (for applicants living and working outside the UK. Branch must be located in the country in which the applicant lives and works) *        |
| <input type="checkbox"/> Electricity Bill/Statement (UK) *  | <input type="checkbox"/> Water Bill/Statement (UK) *   |
| <input type="checkbox"/> Gas Bill/Statement (UK) *  | <input type="checkbox"/> Telephone Bill/Statement (Not Mobile Telephone) (UK) *  |
| <input type="checkbox"/> Benefit Statement (UK) - e.g. Child benefit, Pension *   | <input type="checkbox"/> Document from Central or Local Government, Government Agency, or local council document giving entitlement (UK and Channel Islands) - Document 2 (this must have been issued by a different body than document 1) * |
| <input type="checkbox"/> Document from Central or Local Government, Government Agency, or local council document giving entitlement (UK and Channel Islands) - Document 1 * |  |

[Start Again](#) [Proceed](#)

# Your Details

## 7. Complete your personal information.

Please let us know at this stage if there are any errors in the automatically filled details by emailing [ambassadors@debp.org](mailto:ambassadors@debp.org) or telephoning 01246 212535.

**All in One Application**

The following original identity documents are being provided:

1. A Current Valid Passport (Any Nationality)
2. Current photocard driving licence - UK/Isle of Man/Channel Islands (full or provisional)
3. Bank or building society statement - Countries outside the EEA (for applicants living and working outside the UK. Branch must be located in the country in which the applicant lives and works)

[Choose Alternative Documents](#)

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**Applicant Details**

Title	Miss
Additional Title	-- Select --
Gender	Female
Current Forename	STEM
Middle Name (if any)	Middle Name

## 8. Add your Identification details for each piece of ID.

Please ensure that all documents are current and that information is entered accurately.

Passport Details	Applicant's Driving Licence (UK / Isle of Man / Channel Islands) (photo card) Details
Passport Number*	Country of Issue?* <input type="radio"/> UK <input type="radio"/> Northern Ireland <input type="radio"/> Isle of Man <input type="radio"/> Guernsey <input type="radio"/> Jersey
Passport Issue Date*	Applicant's Driving Licence Number* <input type="text" value="Driving Licence Number"/>
Nationality UK*	Licence Valid From* <input type="text" value="dd/mm/yyyy"/>
Other Nationality*	Driving Licence Date of Birth* <input type="text" value="dd/mm/yyyy"/>
Applicants Date of Birth*	<b>Bank/Building Society Statement (Countries outside the EEA)</b>
Passport Expiry Date*	Bank or Building Society Statement Issue Date* <input type="text" value="dd/mm/yyyy"/>

[Proceed](#)

# Select an External ID Verifier

## 9. Complete the Applicant declaration and proceed.

### Bank/Building Society Statement (Countries outside the EEA)

Bank or Building Society Statement Issue Date 01/10/2018

### Applicant Declaration

I Declare

1. I understand that by submitting this application I am confirming the information provided is complete and true and that to knowingly make false statement is a criminal offence. I consent to the DBS using my information to verify my identity in order to process my application.
2. I understand that any information subsequently found about me may contain details of arrests, convictions, cautions, reprimands and warnings, including any other relevant information disclosed at the discretion of the Chief Police Officer(s). I consent to this information being disclosed to my prospective employer for the purpose of assessing my suitability for the position applied for.
3. I understand my statutory rights are not affected and that I may dispute any information disclosed using the DBS's disputes procedure. I have read and understood the Disclosure and Barring Service's [Privacy Policy](#).

[Change](#) [Print](#) [Proceed](#)

## 10. Click to choose an ID Verifier

### Thank you

Thank you for submitting your DBS application for STEM Ambassador Hub North Midlands, South and East Yorkshire.

Application Reference no : VGRR/8971/2405

#### What happens next?

##### Face to face ID Verification

Your identity must now be verified by an approved ID Verifier. You must contact an ID Verifier to arrange a time to meet them in person.

##### Who can verify my ID?

You can contact the HUB local to you or you may nominate an external ID verifier.

##### What should I take with me?

When you meet the ID Verifier you'll need to take your Application Reference number and the following ID documents with you:

- A Current Valid Passport (Any Nationality)
- Current photocard driving licence - UK/Isle of Man/Channel Islands (full or provisional)
- Bank or building society statement - Countries outside the EEA (for applicants living and working outside the UK. Branch must be located in the country in which the applicant lives and works)

They must be valid, original documents in your current, legal name - photocopies will not be accepted.

Please make a note of these details - you'll need this information to complete your application.

Regards,

DBS Team  
STEM Learning Limited

[Print referral letter](#) [Click here to choose ID Verifier](#)

## 11. Click 'ID Verified by an External ID Verifier'

### Select ID Verifier

In order to continue progressing your application you are required to have your chosen ID verified. This can be achieved in one of two ways:

#### 1. Nominating a local External ID Verifier with an approved profession from the list of professions below.

HR manager at place of employment (CIPD member)  
University lecturer/teacher  
Warrant officer and ranks above (or equivalent ranks)  
Barrister  
Chartered accountant  
Chemist/pharmacist  
Doctor/dentist  
Justice of the peace  
Lawyer/solicitor  
Legal executive  
Member of Parliament  
Police officer

[ID verified by an External ID Verifier](#)

#### 2. Selecting a HUB where you will be having your induction carried out, and taking the relevant ID with you for verification purposes.

[ID verified by the HUB](#)

## 12. Provide details of someone who can check your ID from the list. HR manager does not have to be a CIPD member and can be anyone with HR responsibility for you, such as a line manager. You will need their name and email address for this.

### External ID Verifier details

Forename \*

Surname \*

Email Address \*

Contact Number

Profession \*

- Please Select --
- HR manager at place of employment (CIPD member)
- University lecturer/teacher
- Warrant officer and ranks above (or equivalent ranks)
- Barrister
- Chartered accountant
- Chemist/pharmacist
- Doctor/dentist
- Justice of the peace
- Lawyer/solicitor
- Legal executive
- Member of Parliament
- Police officer