



Identity document checking for STEM Ambassadors

When completing Disclosure and Barring Service (DBS) Enhanced Certificate application you are required to have your identity verified. STEM Learning, through the STEMNET Registered Body, offers you the facility to have your identity documents checked externally by a professionally qualified person from the list below if you are:

A newly registered STEM Ambassador

- you will not be attending a face-to-face induction training session with your local STEM Ambassador Hub but instead completing the online induction training
- OR**
- your STEM Ambassador Hub has requested you have your identity verified externally prior to attending the face-to-face induction training session

An existing STEM Ambassador

- you have not registered on the DBS Update Service and your DBS Certificate is due for re-checking¹
- the result of your Status Check requires a new DBS application to be completed

List of acceptable professionally qualified persons²

Preferred external ID checkers

HR manager at place of employment (CIPD member)
University lecturer/teacher
Warrant officer and ranks above (or equivalent ranks)

Other acceptable external ID checkers

Barrister	Lawyer/solicitor
Chartered accountant	Legal executive
Chemist/pharmacist	Member of Parliament
Doctor/dentist	Police officer
Justice of the peace	

(Please note that any costs charged by the professionally qualified persons listed above will not be met by the STEM Ambassadors Programme, STEM Learning, STEMNET or the STEM Ambassador Hubs).

¹ It is a requirement of the STEM Ambassador programme that all STEM Ambassadors have their DBS Certificate re-checked every three years. For those registered on the Update Service this will be done by a Status Check.

² The professionally qualified person checking your identity must not be a relative, partner, in-laws, or step-parent.



Instructions for STEM Ambassadors

Having selected a professionally qualified person from the list above to check your ID and confirmed that they are prepared to check your documents, you should show them your original identity documents³ along with a clear and legible photocopy of each of the original documents you would like to have checked which should be attached to Form A. The ID checker will only verify that the copy is an exact match of the original document produced by you.

When the ID checker has endorsed the photocopies and completed Form A they will hand these documents, along with your original identity documents, back to you. You should then post the photocopies and Form A to your local STEM Ambassador Hub within five working days so that they can complete the DBS application process.

Instructions for identity document checkers

Thank you for agreeing to check the identity documents presented by the STEM Ambassador. This is an important part of the DBS application process which is integral to the STEM Ambassador's approval onto the programme.

We ask that you check the original identity documents to be verified against the photocopies presented to satisfy yourself that the details on the original identity documents match exactly those on the photocopies. Important note: Documents printed from the internet, eg internet bank statements, utility bills, telephone bills, are not permitted.

Once you have carried out this check each photocopy must be endorsed with the words “**this copy is a true likeness of the original**” and signed and dated. The original identity documents and the photocopies should be handed back to the STEM Ambassador along with the completed Form A.

Further information

If you require any further information regarding ID checking by professionally qualified persons please contact your local STEM Ambassador Hub, a full list of the Hubs is available at: <http://www.stemnet.org.uk/regions/>

DBS ID checking guidance is available at: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications>

These instructions will be reviewed annually and updated as required.

Lead Countersignatory
STEMNET Registered Body

³ A full list of acceptable and required identity documentation will be provided by your local STEM Ambassador Hub and is included in the STEM Ambassador guidance for completing an online Disclosure application. Documents printed from the internet are not permitted. You must be able to show one document from Group 1 and two further documents from Group 1, or Group 2a or 2b. If you do not have any Group 1 documents please refer to full list for further guidance. At least one of the documents must show your current address and date of birth.



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FORM A

Section 1 – To be completed in BLOCK CAPITALS by STEM Ambassador

Full name:	
Address:	
Postcode:	
Email address:	
Telephone:	
STEM Ambassador Hub:	

Original identity documents presented for checking:

- Current valid passport
 Photocard driving licence
 Paper driving licence
 Utility bill**
 Bank statement**
 Other (please specify)

**Dated within the last 3 months

Section 2 – To be completed in BLOCK CAPITALS by ID checker

Full name:	
Professional qualification:	
Position:	
Organisation:	
Organisation address:	
Email address:	
Telephone:	



Section 3 - ID checker declaration

I confirm that the STEM Ambassador applicant has provided original documents of valid identification and that the documents show the applicant's current name and address and at least one document shows the applicant's date of birth.

I have signed, dated and endorsed each photocopy of the individual documents with the words "**this copy is a true likeness of the original**".

ID checker signature:

Name (please print):

Date:

ID checker

Please return this completed, signed and dated Form A, along with the endorsed photocopies, to the STEM Ambassador.

STEM Ambassador

All sections of this Form A must be completed before returning to the local STEM Ambassador Hub with the endorsed photocopies of the checked identity documents. Do not send your original identity documents.

Finally...

Thank you.

STEM Ambassadors play a vital role in helping young people understand why STEM subjects are important, and how widely they can be applied in the world of work. Your support ensures that volunteers registered on the STEM Ambassadors Programme can continue to have positive impacts on teachers, support staff, informal educators, employers, the STEM Ambassadors themselves and most importantly young people.

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