

Renewing your DBS Certificate via the

DBS UPDATE SERVICE



STEM Ambassador Hub Merseyside & Cheshire



Overview

When your existing DBS Certificate was issued you may have chosen to register it onto the DBS Update Service to enable easier renewals in the future.

The DBS Update Service is an online subscription service that is offered by the Disclosure and Barring Service (DBS) to allow a DBS Certificate to be portable between employers. With your permission organisations can carry out an instant 'Status Update Check' without having to apply for a new Certificate.

Subscription to the DBS Update Service must be completed within 30 days of the issue date on the Certificate and lasts for one year. As a volunteer, your subscription to the Update Service renews automatically each year and emails are sent by the DBS to confirm this. N.B. Your DBS Certificate validity is not automatically renewed at the same time. This can only be done by an organisation completing a 'Status Update Check' on the Certificate.

STEM Learning require a DBS check to be carried out on every STEM Ambassador every 3 years, even if a Certificate has been registered onto the DBS Update Service.

Please visit this link for full information:

www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide



Process

If you registered your existing Certificate onto the DBS Update Service, we will be able to carry out a 'Status Update Check' providing the answer to ALL the following questions is Yes (otherwise we will need to apply for a new Certificate):

- This is an Enhanced DBS Certificate
- Under 'Position Applied For' it states 'Child Workforce'
- You are in possession of the original Certificate

We will require sight of the **whole** Certificate to complete the 'Status Update Check' and we will be provided with one of the following results:

- DBS Certificate remains current – this means we can accept the Certificate; your STEM Ambassador profile will be updated and you are clear to volunteer for 3 years
- DBS Certificate is no longer current – this means we need to apply for a new DBS check to get the most up-to-date information
- Details entered do not match those held on our system – this means you have not subscribed to the Update Service or your DBS Certificate has been removed from the Update Service

If a new DBS Certificate is required, we will initiate an application via our online disclosure system provided by Atlantic Data Ltd (ADL) and we will provide you with full instructions.

