



## Take your original ID to a verifier

### If you do not have any ID, you can still apply

email: [contact@citizencard.com](mailto:contact@citizencard.com) for information on how to apply.

Take this form to a person aged 25 or older, in work, contactable at their workplace and must not be a relative, guardian or carer.

They cannot be retired, self employed or work from home or live with you.

They must be a professionally qualified person, for example:

Accountant	Local Government Officer
Bank / Building Society official	Local or County Councillor
Barrister / Solicitor / Legal Secretary	Police / Prison / Probation Officer
Chemist / Pharmacist / Optician	Politician (MP / MSP / MWA / MNIA / MEP)
Civil Servant (permanent)	Publican / Licensee (DPS or PLH)
Connexions Adviser	Social Worker
Doctor / Dentist / Surgery administrator	Teacher / Lecturer

Full descriptions of acceptable verifiers at [www.citizencard.com](http://www.citizencard.com)

1 The verifier must complete the **VERIFIER DECLARATION** and countersign one photo.

2 You must show the verifier one of the following original ID:

- passport
- national identity card
- Home Office ID
- photo driving licence
- card containing PASS hologram
- UKBA Biometric Residence Permit

If the verifier **knows you personally** you can show them one of the following forms of ID instead:

- original or certified copy of a birth certificate
- NHS Medical Card

3 Take this form, together with one of the above original ID plus a photocopy of that ID, to the verifier who will need to countersign this form, one photo and the photocopy of the ID.

4 If you have changed your name you will need to get a copy of the legal documentation (e.g. marriage certificate/deed poll) signed and dated by the verifier.

## Notes for verifier

1 Check you are working in one of the occupations listed above.

2 You must be willing and able to tick all boxes.

3 Complete the **VERIFIER DECLARATION** in full. Stamp form (if stamp available).

4 Check the details on the applicant's original ID which must be one of the following:

- passport
- national identity card
- Home Office ID
- photo driving licence
- card containing PASS hologram
- UKBA Biometric Residence Permit

If you **know the applicant personally** the original ID can be one of the following:

- NHS Medical Card
- original or certified copy of a birth certificate

5 Write on the photocopy of the ID "I certify that I have seen the original of this copy and that it matches the name and date of birth on this application form" adding your full name underneath, your signature and the date.

*I certify that I have seen the original of this copy and that it matches the name and date of birth printed on this application form.*

John Brown *JBrown* 28.05.14

*I certify that this is a true likeness of Lily Steward*

*JBrown*  
28.05.14

6 Write on the reverse of one photo "I certify that this is a true likeness of [name]" and add your signature and the date. Check the photo matches the photo stuck or glued to this form.

7 CitizenCard **will** phone you at your workplace to verify the information supplied.



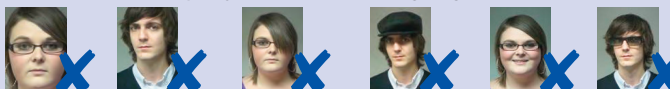
If you have queries regarding this application form, or if you do NOT have any copy ID to support your application please email us and we can advise on how you can apply without copy ID.  
Email: [contact@citizencard.com](mailto:contact@citizencard.com)

## Payment, Parental Consent & Checklist

- Standard** applications cost £15. (Card posted 2nd class within 21 days). Enclose postal order (payable to 'CitizenCard') or pay by debit/credit card.
- Urgent applications** cost £30. Card will be posted by Next Day Delivery 1-2 working days after receipt (subject to validation). Pay by postal order (to 'CitizenCard') or debit/credit card. We advise you to post application by Special or Recorded Delivery.
- Please note a CitizenCard remains the property of CitizenCard Ltd. Payments are charged for the process of handling the application, processing and validation of data. **If an application fails, payments will not be refunded.** Full terms and conditions at [www.citizencard.com](http://www.citizencard.com).
- If applicant is under 16, a parent/guardian with whom the applicant lives must consent to the application.

### Checklist

- Complete all parts of the application in full, signed and dated where required. **This form is invalid if any section is incomplete.** Your signature consents to the application and to being contacted by CitizenCard for legal, advisory and promotional purposes (e.g. replacement cards).
- Supply two passport quality colour photos (45x35mm). **One photo must be countersigned by the verifier.** Each photo must be a colour passport quality image of your head and shoulders (see image above). **The background must be white. Do not wear headwear or sunglasses. Your face must be completely visible. Do not smile, laugh or grimace.**



Too close Top of head cut off Hair covering face Hat or cap worn Smile or grimace Sunglasses

- Photo 1 must be stuck or glued within the specified box marked 'ATTACH ONE PHOTO HERE'.
- Photo 2 must be countersigned by the verifier. Do NOT stick or glue this photo to the form.
- Enclose the **photocopy** of your ID making sure the verifier has countersigned it first. **Do NOT send the original ID.** Photocopy ID must be sent in with this form.
- Enclose postal order (payable to 'CitizenCard') unless you are paying by credit / debit card. **DO NOT SEND CASH OR CHEQUE.**
- If paying by credit/debit card make sure all sections have been completed and that the person paying has signed next to the card number.
- Post the application by 1st class or 2nd class post, but if you want proof we have received it you should use Recorded or Special Delivery.
- Post to: **CitizenCard, 36 Bromells Road, LONDON SW4 0BG**

The CitizenCard Scheme is operated by CitizenCard Ltd a non profit company limited by guarantee in England & Wales N° 366-99-49  
**Registered Office:**  
36 Bromells Road London SW4 0BG

Full Terms and Conditions at [www.citizencard.com](http://www.citizencard.com) Data Reg. N° Z7733342 (Data Protection Act 1998)

# CITIZENCARD APPLICATION FORM



PASS IS THE UK GOVERNMENT'S APPROVED STANDARD FOR PROOF OF AGE

FULL INSTRUCTIONS ON COMPLETING THIS FORM AT

[www.citizencard.com](http://www.citizencard.com)