

There are 2 routes to authorise this application: Fraud Act 2006: Providing false information is a criminal offence

Route 1: Take your original ID to a verifier

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. They must also be one of the following:

- | | |
|--|--|
| Accountant | Legal Secretary |
| Bank/Building Society Official | Local Government Officer |
| Barrister | Manager/Personnel Officer (of limited company) |
| Broker | Member of Parliament |
| Chairman/Director of limited company | Minister of a recognised religion |
| Chemist | Nurse (RGN and RMN) |
| CitizenCard Staff Member | Officer of the Armed Services |
| Civil Servant (permanent) | Optician |
| Councillor: local or county | Personal Licensee Holder |
| Dentist | Police Officer |
| Designated Premises Supervisor | Post Office Official |
| Director/Manager of a VAT registered Charity | Salvation Army Officer |
| Director/Manager/Personnel Officer of a VAT registered company | Social Worker |
| Engineer (with professional qualifications) | Solicitor |
| Funeral Director | Surveyor |
| Journalist | Teacher, Lecturer |

Full descriptions of acceptable verifiers at www.citizencard.com

- The verifier must complete the **VERIFIER DECLARATION** and countersign one photo.
- You must show the verifier one of the following original ID:
 - passport
 - national identity card
 - photo driving licence
 - card containing PASS hologram

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

- original or certified copy of a birth certificate
- NHS card

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

NOTES FOR VERIFIER

- Check you are working in one of the occupations listed above.
- You must be willing and able to tick all boxes.
- Complete **VERIFIER DECLARATION** in full. Stamp form (if stamp available).
- Check the details on the applicant's original ID which must be one of the following:

- passport
- national identity card
- photo driving licence
- card containing PASS hologram

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

- NHS card
- original or certified copy of a birth certificate

- Write on the copy 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 13.08.10

I certify that this is a true likeness of Claire Johnson
JBrown 13.08.10

- 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.

- CitizenCard may phone you to verify the information supplied.

UK Transplant (UKT) Data Protection Assurance: Ticking the Donor Registration tickbox is for the sole purpose of recording your wishes on the NHS Organ Donor Register. All data processed by UK Transplant is in accordance with the provisions of the Data Protection Act 1998. Your details will only be used for administrative purposes by UKT staff or agents and will not be released to any third party without your written consent. The data you provide may be processed on UKT's behalf in a country not normally covered by EU data protection law. If so, UKT will ensure that the data will be protected in accordance with EU requirements.

Route 2: Verifier checks details match official records

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. They must also be one of the following:

- Your Teacher/Tutor/Head of Year/Administrator at your School/College/University
- Your Doctor/Dentist/ Social Worker/Certified Solicitor/Accountant
- A Bank/Building Society Staff Member at your branch
- Your Connexions/Careers Adviser
- Your Prison/Probation Officer
- Your JobCentre/DWP Adviser

- The verifier must complete the **VERIFIER DECLARATION** and countersign one photo.
- The verifier must certify that your name, home address and date of birth match the official records held at their office/organisation.

- Take this form to the verifier who will need to countersign this form and one photo.

NOTES FOR VERIFIER

- Check you are working in one of the occupations listed above.
- You must be willing and able to tick all boxes.
- Complete **VERIFIER DECLARATION** in full. Stamp form (if stamp available).
- You should certify that the applicant's full name, date of birth and home address match the official records held by your office/organisation. You should certify that the applicant is the person pertaining to those records.

I certify that this is a true likeness of Claire Johnson
JBrown 13.08.10

- 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.
- CitizenCard will phone you to verify the information supplied.

Payment, Parental Consent & Checklist

- Standard** applications cost £10. (Card posted 2nd class within 28 days). Enclose postal order (payable to 'CitizenCard') or pay by debit/credit card.
- Urgent** applications cost £25. (Card will be posted by Special Delivery the same day that the application is validated). 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.**
- 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 (eg. replacement cards).
- Supply 2 passport quality colour photos. One photo must be countersigned by the verifier. Each photo must be a colour passport quality image of your head and shoulders (see images on cover). **The background must be white. Do not wear headwear or sunglasses. Your face must be completely visible. Do not smile, laugh or grimace.**



- 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.
- If using Route 1 (see left) enclose the **copy** of your ID making sure the verifier has countersigned it first. **Do NOT send the original ID.**
- 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**

One Stop July 2010

one | stop

CITIZENCARD
and
ONE STOP
APPLICATION FORM

CITIZENCARD
card number
1234 5678 9000 0000
name
Claire Johnson
date of birth
14 March 1989
ADULT
18+
www.citizencard.com
PASS



THE UK GOVERNMENT'S APPROVED
STANDARD FOR PROOF OF AGE

Full instructions on completing this form at
www.citizencard.com