

Applicant Declaration

1. Complete 'Applicant Declaration' in full.
2. Supply 2 passport quality colour photos (see **CHECKLIST** for full details). 1 photo must be stuck or glued to the form. 1 photo must be countersigned by the verifier.
3. Sign your name where indicated. Your signature consents to the application and to being contacted by CitizenCard for legal, advisory and promotional purposes (for example offering free replacement).
You must then take the form to a person who can act as a verifier. They must be 25 or older, in work, contactable at their workplace and must not be a relative, guardian or carer.
4. **CATEGORY '1' VERIFIERS** - If you have one of the following, your verifier should be:
 - . Your Teacher, Tutor, Lecturer or Connexions/Careers adviser
 - . Your Doctor or Dentist
 - . Your Bank or Building Society Manager
 - . Your Lawyer or Accountant

A Category '1' verifier will need to countersign both this form and one of the photos.

5. **CATEGORY '2' VERIFIERS** - If you do **NOT** have a Category '1' verifier, the following can act as a Category '2' verifier:
 - . A Professional Person whose occupation matches a Category '1' verifier
 - . Librarian, Optician, Pharmacist, Vet
 - . Local Authority Councillor, MP, MEP, AMW, MLA, or MSP
 - . Minister of Religion or other Religious Official
 - . Judge, Sheriff, Magistrate, Barrister or Solicitor
 - . Bank or Building Society Staff Member
 - . Trading Standards Officer or Staff Member
 - . School, College or University Staff Member
 - . Established Civil Servant
 - . Staff at any Post Office (using the 'Identity Checking Service')

You will need to show a Category '2' verifier one of the following forms of original ID:

- . Passport
- . Photo Driving Licence
- . UK Home Office Immigration Card

If the Category '2' verifier **knows you personally** the following ID is also valid:

- . National Insurance Card
- . NHS Card
- . Original or Certified Copy of a Birth Certificate

You should take this form, the original ID and a photocopy of the original ID to the Category '2' verifier, who will need to countersign this form, one of the photos and the copy of the original ID.

Verifier Declaration

1. Check you are qualified to act as a verifier (see item 4 and 5 in 'Applicant Declaration').
2. Complete 'Verifier Declaration' in full. Stamp form (if stamp available).
3. You should certify that the applicant's full name, date of birth and home address, match the official records that are held by your office/organisation.
4. Write on the reverse of 1 photo "I certify that this is a true likeness of (applicant's name)" and add your signature and date. Check that the photo matches the photo glued or stuck to the 'Applicant Declaration' section of the form.
5. Countersign a copy of the applicant's valid ID which must be one of the following original documents:

Passport **OR** Photo Driving Licence **OR** UK Home Office Immigration Card

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

National Insurance Card **OR** NHS Card **OR** Original or Certified Copy of a Birth Certificate

I certify that this is a true likeness of Imogen Hughes
JBrown
01.12.08

5. Continued from previous page...

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 printed on the application form" and add 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 the application form.
John Brown. JBrown 01.12.08

6. Write on the reverse of 1 photo "I certify that this is a true likeness of (applicant's name)" and add your signature and date. Check the photo matches the photo stuck or glued to the 'Applicant Declaration' section of the form.

I certify that this is a true likeness of Imogen Hughes
JBrown
01.12.08

CitizenCard may phone you to verify the information supplied.

Fraud Act 2006: Providing false information is a criminal offence.

Payment & Parental Consent

SPECIAL OFFER Discount Promotion - Wickerman Festival only

1. **Standard** applications cost £6 (cards posted 2nd class within 3 weeks). Enclose cheque or postal order (payable to 'CitizenCard') or pay by debit or credit card.
2. **Urgent** applications cost £21 (cards posted Special Delivery normally 1 working day after receipt of application). Enclose postal order (No cheque) or pay by debit or credit card. We advise you use Special Delivery postage.
3. Please note every CitizenCard remains the property of CitizenCard Limited. Payments are charged for the process of handling the application, processing and validating data. **If an application fails, payments will not be refunded.**
4. If applicant is under 16, a parent or guardian **with whom the applicant lives** must consent to the application.

Checklist

- Complete all parts of the form in full, signed and dated where required. **The form is invalid if any section is incomplete.**
- You should supply 2 passport quality colour photos. Each photo must be a colour passport quality image of your head and shoulders. **The background must be white. Do not wear headwear or sunglasses. Your face must be completely visible. Do not smile or laugh.**
- Photo 1 must be stuck or glued to the 'Applicant Declaration' part of the form within the specified box.
- Enclose Photo 2 countersigned by the verifier. Do not stick or glue this photo to the form.
- If the form is countersigned by a Category '2' verifier, enclose the **copy** of your original ID countersigned by the verifier.
- Enclose cheque or postal order (payable to 'CitizenCard') unless you are paying by credit or debit card. **DO NOT SEND CASH.**
- If you are paying by credit or debit card make sure all sections have been completed and that the person paying has signed next to the card number.
- You can post your application using 1st or 2nd class post. Proof of posting an application is not proof of receipt – we recommend you send your application by Recorded or Special Delivery if you want to ensure we receive it.
- Post to: **CitizenCard Ltd, 36 Bromells Road, London SW4 0BG**
The CitizenCard Scheme is operated by CitizenCard Limited, a non-profit company no. 366-99-49 Limited by Guarantee in England & Wales.
Registered address: 36 Bromells Road, London SW4 0BG

Full terms and conditions at www.citizencard.com
Data Protection Act 1998:
CitizenCard Registration No. Z7733342.

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.

CC APP GEN 1



CITIZENCARD APPLICATION FORM

CITIZENCARD
card number
1234 5678 9000 0000
name
Imogen Hughes
date of birth
5 October 1989
ADULT
PASS
www.citizencard.com

CitizenCards are available to anyone of any age for the purpose of proving age or identity.

Accredited by the Proof of Age Standards Scheme (PASS) which is supported by the UK Government, Police and Trading Standards.

www.citizencard.com

