

Applicant Declaration – please use CAPITAL LETTERS and BLACK INK ONLY – all sections must be completed in full

Title _____ First Name _____ Middle Initial(s) _____
Surname _____ Date of Birth _____
House N° _____ House Name _____
Street _____
Town/City _____
County _____ Postcode _____
Home Tel. N° inc. Code _____ Mobile _____
E-mail address _____
Repeat E-mail _____

Tick as appropriate:
 Male or Female
Age _____



- I acknowledge that providing false information is a criminal offence (Fraud Act 2006). I understand CitizenCard will not issue a card unless all requirements for card issue have been met.
- I understand that payment covers the cost of processing this application. I am not buying the card, which remains the property of CitizenCard Limited and that the card may not be lent to, or used by, anyone other than myself.
- I enclose **2 colour photos** (45x35mm), one of which is signed by the verifier and one of which is attached here. →
- I consent to being contacted by CitizenCard in connection with legal, advisory and promotional purposes.
- I understand that an incomplete application form cannot be processed.
- I consent to the verifier (named below) confirming my details when contacted by CitizenCard at their workplace. →

Applicant Signature:

Verifier Declaration – minimum age 25 must work as listed overleaf

Only act as a verifier if qualified (see overleaf) and if you are willing to be contacted by phone at your workplace. If you are retired, self employed, related to the applicant or working from home you cannot act as a verifier.

Title _____ First Name _____ Surname _____
Job Title _____
Name of Organisation _____
Professional registration no./reference if applicable _____
Work address _____
Postcode _____
Work Tel. N° inc. Code (no Mobiles) _____ Ext. _____
Work E-mail Address _____



You must be able and willing to tick all four boxes

- I certify that the applicant's full name, their date of birth, their age and their home address as declared above, on this application form, match the official records held at this office/organisation.
- I certify that the applicant is the person pertaining to our records.
- I have written on the reverse of one photo "I certify that this is a true likeness of..." adding my name, signature and the date.
- I understand that providing false information is a criminal offence (Fraud Act 2006). I consent to being contacted at my workplace, by telephone, to confirm the information supplied and acknowledge that the applicant has consented to me confirming their personal details (see above). →

Verifier Signature:

Date _____

Payment – and Parental Consent (if applicant is under 16)

POSTAL ORDERS payable to 'CitizenCard'
DO NOT SEND CASH OR CHEQUE

STANDARD APPLICATION: allow up to 21 days

Cardholder name as it appears on your Card _____
Card Expiry Date _____ Issue No. (Switch) _____
Card Valid From Date (if applicable) _____ Amount (£) _____
Card Number _____ →

STANDARD APPLICATION:
I enclose standard payment of £15

URGENT APPLICATION:
I enclose urgent payment of £30
1–2 Working days (application subject to validation)

Cardholder Signature:

IF APPLICANT IS UNDER 16: I confirm the applicant lives at the same address as myself and I consent to this application for a card.

Name _____
 Mother Father Guardian (Tick as appropriate) →

Parent/Guardian Signature:

Date _____

This application is valid only if all relevant sections are signed and all boxes are ticked © CitizenCard Limited Route 2 November 2014

Remember THE FRAUD ACT 2006:

“Providing false information is a criminal offence”

Verifier checks details, to 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 or live with you.

They must be one of the following:

- Your Teacher/Tutor/Head of Year/Administrator at your School/ College/University
- Your Doctor/Dentist/Nurse/Administrator at your GP/Dental Surgery
- Your Social Worker
- Your Certified Solicitor
- A Bank/Building Society Staff Member at your branch
- Your Connexions Advisor
- Your Prison/Probation Officer

- 1 The verifier must complete the VERIFIER DECLARATION and countersign one photo.
- 2 The verifier must certify that your name, home address and date of birth match the official records held at their office/organisation.
- 3 Take this form to the verifier who will need to countersign this form and one photo.
- 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 the 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 You should certify that the applicant's full name, home address and date of birth match the official records held by your office/ organisation. You should certify that the applicant is the person pertaining to those records.
- 5 Write on the reverse of one photo “I certify that this is a true likeness of [name]” and add your full name underneath, your signature and the date. Check the photo matches the photo stuck or glued to this form.
- 6 CitizenCard will phone you at your workplace to verify the information supplied.

I certify that this is a true likeness of **Amita Singh**

JBrown
John Brown
28.09.14



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

Payment, Parental Consent & Checklist

- 1 **Standard applications** cost £15.00. (Card posted 2nd class within 21 days). Enclose postal orders (payable to 'CitizenCard') or pay by debit/credit card. NO cash or cheques.
- 2 **Urgent applications** cost £30.00. Your 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 your application by Special or Recorded Delivery.
- 3 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.
- 4 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.



- 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 postal order (payable to 'CitizenCard') unless you are paying by debit/credit card. **DO NOT SEND CASH OR CHEQUE.**
- If paying by debit/credit 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

Data Reg. N° Z7733342 (Data Protection Act 1998)



Trusted ID since 1999

APPLICATION FORM



18+ CitizenCards display the logos of:



ASSOCIATION OF
CHIEF POLICE OFFICERS

