

Title			Given Names										
Surname											Date of Birth	DDMMYYYYYY	
House No.			House Name										
Street													
Town/City													
County											Postcode		
Home Tel.											Mobile		
E-mail address													

**ATTACH
ONE
PHOTO
HERE**

**ATTACH
ONE
PHOTO
HERE**

☐ by post

☐ Male ☐ Female ☐ Other

Applicant Signature:

[illegible]

☐ I understand that providing false information is a criminal offence (Fraud Act 2006). I consent to being contacted at my workplace to confirm the information supplied and acknowledge that the applicant has consented to me confirming their personal details *(found in the Applicant Declaration above)*.

OR

☐ I understand that providing false information is a criminal offence (Fraud Act 2006) and I consent to being contacted at my workplace to confirm the information supplied and acknowledge that the applicant has consented to me confirming their personal details *[found in the Applicant Declaration above]*.

Referee Signature:

Date:

Cardholder Signature:

☐ Guardian

Parent/Guardian Signature:

For more information please visit postoffice.citizencard.com

REMEMBER THE FRAUD ACT 2006:

"Providing false information is a criminal offence"

ROUTE 1: Referee Validating Document(s):

1. Choose your referee. They must be professionally employed and meet our criteria, for example:

- Accountant
- Bank/Building Society Official
- Barrister
- Chairman/Director/Manager of a Limited Company
- Chemist/Pharmacist
- Civil Servant (permanent)
- Councillor: Local or County
- Dentist
- Director/Manager of a VAT registered charity/company
- Doctor (medical)
- Funeral Director
- Immigration Adviser
- Legal Secretary
- Member of Parliament
- Minister of Recognised Religion
- Nurse (NMC)
- Officer of the Armed Forces
- Optician
- Personal Licence Holder
- Police Officer
- Salvation Army Officer
- Social Worker
- Solicitor
- Police Officer
- Teacher/Tutor/Lecturer
- Trade Union Official

2. The referee must complete the Referee Declaration and countersign one photo.

3. Take this form, together with one of the original documents below and a photocopy of that document, to your referee who will countersign this form, one of your photos and the photocopy of your document. You must show the referee one of the following:

- Adoption Certificate
- Biometric Home Office Photo ID
- Birth Certificate
- Certified Copy of a Birth Certificate
- Disclosure and Barring Service Certificate (DBS)
- European National ID Card (must bear a recent likeness to you)
- Global or European Health Insurance Card (GHIC/EHIC)
- Gender Recognition Certificate
- Ministry of Defence Form 90 (Defence Identity Card)
- NHS Medical Card
- Passport (UK or International; must bear a recent likeness to you)
- Photo Driving Licence (UK or European; must bear a recent likeness to you)
- Proof of Age Standards Scheme Card
- Marriage Certificate (which states applicant's date of birth)
- UK Naturalisation Certificate.

If the referee is unknown to you, you must use a photographic ID document instead (Passport, Driving Licence, EU National ID Card).

4. If you have legally changed your name and the document shows your previous name, please show your referee the original name change document(s) and have them countersign the photocopies and include this when you send us your application. We accept change of name deeds, marriage certificates, gender recognition certificates, divorce decree absolutes and court orders as proof of change of name.

ROUTE 2: Referee Verifying From Official Records:

1. Choose your referee - they must be professionally employed, know you and be able to confirm your details against their official records held at their place of work.

Permitted list of referees matching details against their official records:

- your Doctor / Dentist / Nurse / Administrator at your GP or Dental Surgery
- your Teacher / Tutor / Head of Year / Administrator / Careers Adviser at your School, College or University (please ensure they are available during academic holidays as they must be contactable at their place of work)
- your Social Worker
- your Certified Solicitor
- a Bank / Building Society Staff Member at your Branch
- your Prison or Probation Officer
- your Jobcentre Plus Work Coach
- your Immigration Adviser registered at the Office of the Immigration Commissioner
- if you are employed with any of the above referees, they can verify your identity from their personnel records
- if you are employed by a Public Authority / Government, your employer can verify your identity from their personnel records
- if you are employed by a Local Authority, your employer can verify your identity from their personnel records
- if you are employed by a UK business that has more than 250 staff, your employer can verify your identity from their personnel records.

2. Take this form to your referee who must countersign this form and one of your photos.

3. The referee must certify that your name and date of birth match the official records held at their workplace.

Referee Verification Criteria:

The referee must:

- work in a recognised profession where their business details can be verified and are published/advertised in online professional business directories.
- be contactable at their registered business address via email and on their work telephone number during office hours i.e. Mon-Fri, 9.00 - 17.00 (we will call them).
- **not** be related to you or in a personal relationship with you (cannot be a guardian, foster carer, spouse, civil partner, fiancé, boyfriend/girlfriend).
- **not** live with you.

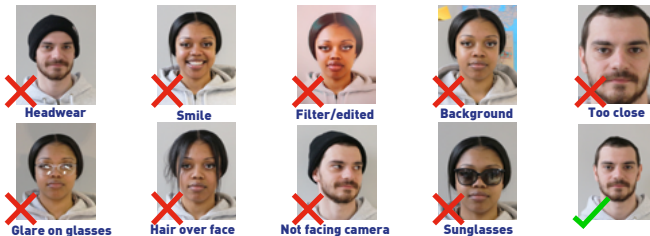
Notes For The Referee:

- Make sure you meet our verification criteria and are working in one of the occupations listed on this form or online.
- You must be willing to tick all of the boxes in the Referee Declaration for the Route that has been chosen.
- You must complete the Referee Declaration in full, including your signature.
- You must write on the reverse of one of the photos 'I certify that this is a true likeness of [name]' followed by your full name, signature and the date.
- If a document has been provided, check the details match the details provided in the Applicant Declaration. The applicant needs to show you the original document confirming their identity in person. Write on the photocopy of the document 'I certify that I have seen the original of this copy and that it matches the name and date of birth on the Post Office PASS Card application form' followed by your full name, signature and date.
- CitizenCard will contact you through your workplace to verify the information provided.

Payment, Parental Consent & Photo Guidelines

- **Standard applications** cost £15.00 - 21 days processing (subject to verification checks) - card sent by Royal Mail 2nd class post; **Express applications** cost £30.00 - 1-2 working days processing (subject to verification checks) - card sent by Royal Mail 1st Class.
- Payment can be made by card or by enclosing a Postal Order made out to 'CitizenCard'. Please **DO NOT** enclose cash or cheques.
- We recommend you send your application via recorded delivery.
- **Please Note:** Payment is made for Application Processing and Validation Service. If you complete the Application process successfully we will issue you with a CitizenCard, subject to conditions of use, which remains at all times Our legal property. If an application fails, payments will not be refunded.
- If the applicant is under 16, a parent/guardian must consent to the application and fill out the Consent area at the bottom of the form overleaf.
- For more information please visit postoffice.citizencard.com

Photo Guidelines: for full photo guidelines: postoffice.citizencard.com/photo-guidance



PLEASE POST YOUR COMPLETED APPLICATION BY RECORDED DELIVERY TO:
CitizenCard Ltd.
7 Prescott Place
LONDON
SW4 6BS

Post Office PASS Cards are issued by CitizenCard Ltd a non profit company limited by guarantee in England & Wales No 366-99-49 Registered Address: 7 Prescott Place London SW4 6BS

Post Office PASS Card Application Form



CITIZENCARD