

REMEMBER THE FRAUD ACT 2006:

"Providing false information is a criminal offence"

ROUTE ONE: 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 or live with you.

They must be a professionally qualified person, for example:

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

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
- UK or EU photo driving licence
- EU national identity card
- card containing PASS hologram
- Home Office ID
- 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 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 Check the details on the applicant's original ID which must be one of the following:

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

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

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

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.

JBrown

John Brown 28.02.15

I certify that this is a true likeness of Andy Faucet

JBrown

John Brown
28.02.15

6 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.

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

ROUTE TWO: 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/Nurse/Dentist/ Social Worker/Certified Solicitor
- A Bank/Building Society Staff Member at your branch
- Your JobCentre/DWP Adviser
- 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.

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 VERIFIER DECLARATION in full. Stamp form (if stamp available).

4 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.

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

6 CitizenCard **will** phone you to verify the information supplied.

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.

If **Route 1**, enclose the photocopy of your ID making sure the verifier has countersigned it first. **Do NOT send the original ID.** Photocopy of ID must be sent in with this 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)

CITIZENCARD

APPLICATION FORM



**NO ID
NO
SALE!**

18+ CitizenCards display the logos of:



ASSOCIATION OF
CHIEF POLICE OFFICERS



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.
- (**Route 1 only**) I attach **a photocopy of original ID signed by the verifier**. COPY ID MUST BE SENT WITH THIS FORM.
- 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 boxes for either ROUTE 1 or ROUTE 2

ROUTE 1

- The applicant is known to me personally and I have written on a **photocopy** of their original 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 my name, signature and date underneath.
- OR** The applicant is not known to me personally and I have written on a **photocopy** of their original photographic 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 my name, signature and date underneath.
- 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).

ROUTE 2

- I certify that the applicant's full name, their date of birth, their age, their gender and their home address as declared above on this application form match the 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 if required, 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 after receipt of 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