REMEmBR 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. You must be willing and able to tick all boxes.

1. 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 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).

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. You must be willing and able to tick all boxes. You must show the verifier one of the following original ID:

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

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.
2. Urgent applications cost £30.00. Your card will be posted by Next Day Delivery. Your card will be posted by Next Day Delivery 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 Ltd 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. The background must be white. Do not wear headwear or sunglasses. Your face must be completely visible. Do not smile, laugh or grimace.

Notes for the verifier
- Take this form to a person aged 25 or older, in work, contactable at their workplace
- 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 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.

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

I certify that this is a true likeness of [name] and add your full name underneath, your signature and the date.

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.

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

Full Terms and Conditions at www.citizencard.com

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18+ CitizenCards display the logos of:
ASSOCIATION OF CHIEF POLICE OFFICERS
TRADING STANDARDS INSTITUTE
Security Industry Authority

The CitizenCard Scheme is operated by CitizenCard Ltd a non profit company limited by guarantee in England & Wales No. 368-59-40
Registered Office: 36 Bromells Road London SW4 0BG

Data Reg. No: 27733342 (Data Protection Act 1998)
Title __________________________  First Name __________________________  Surname __________________________  Date of Birth __________________________

Job Title __________________________  Name of Organisation __________________________  Professional registration no./reference if applicable __________________________  Work address __________________________

Town/City __________________________  County __________________________  Postcode __________________________  Ext. __________________________

Home Tel. No. inc. Code __________________________  Mobile __________________________  E-mail address __________________________  Repeat E-mail __________________________

Cardholder name as it appears on your Card __________________________  Card Number __________________________  Card Expiry Date __________________________

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 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 providing false information is a criminal offence (Fraud Act 2006). I consent to being contacted by phone at my workplace, to confirm the information supplied and acknowledge that the applicant has consented to me confirming their personal details (see above).

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.

Mother ☐  Father ☐  Guardian ☐ (Tick as appropriate)

Cardholder Signature: __________________________  Date __________

STD Card: Cardholder Signature: __________________________  Date __________