

# REMEMBER THE FRAUD ACT 2006: "Providing false information is a criminal offence"

## ROUTE 1: Referee Validating Document(s):

Take this form to your chosen referee: full list of Route 1 criteria is available at [citizencard.com](http://citizencard.com). They must be professionally employed and meet our criteria, for example:

- Accountant
- Bank/Banking Society Officer
- Banker
- Charman/Director/Manager of a Limited Company
- Chemist/Pharmacist
- Civil Servant (Government)
- Consultant (Local or County)
- Director/Manager of a VAT registered charity
- Doctor (Medical)
- Financial Director
- Immigration Advisor
- Legal Secretary
- Member of Parliament
- Minister of Religious Religion
- Nurse (NMC)
- Officer of the Armed Forces
- Politician
- Personal License Holder
- Police Officer
- Salvation Army Officer
- Social Worker
- Solicitor
- Police Officer
- Teacher/Teaching Assistant
- Trade Union Official

1. The referee must complete the Release Declaration and countersign one photo.
2. You must show the referee one of the following original documents:
  - 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
  - Marriage Certificate (which states applicant's date of birth)
  - UK Naturalisation Certificate
3. Take this form, together with one of the above original documents and a photocopy of that document, to your referee who will countersign this form, one of your photos and the photocopy of your document. If the referee is unknown to you, you must provide a photographic ID document (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 and court orders as proof of change of name.

## ROUTE 2: Referee Verifying From Official Records:

Take this form to your chosen 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.

1. Take this form to your referee who must countersign this form and one of your photos.
2. The referee must certify that your name and date of birth match the official records held at their workplace.

## Referee Verification Criteria:

- A referee must not:
  - be related to you or in a personal relationship with you (cannot be a guardian, foster carer, spouse, civil partner, fiancé, boyfriend/girlfriend)
  - live with you

The referee must be:

- currently employed and be contactable at their place of work via email and on their work phone number during standard office hours at registered business address. We have to verify their business details which must be published/advertised in online professional business directories.

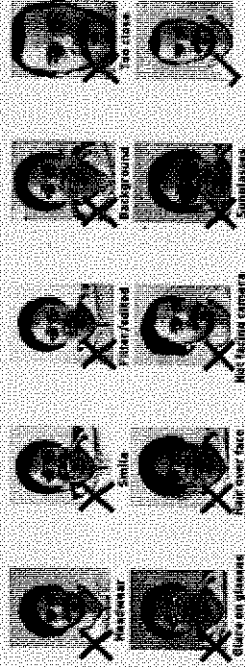
## Notes For The Referee:

- 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.
- Write on the photocopy of the document after witnessing the original document in person: *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* 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 2nd class post. **Urgent applications** cost £30.00 ~ 1-2 working days processing (subject to verification checks) - card sent by next day delivery.
- Payment can be made by card or by enclosing a Postal Order made out to CitizenCard. Please **DO NOT** enclose cash or cheques.
- **Please Note:** Payment is made for our 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 [citizencard.com](http://citizencard.com)

**Photo Guidelines:** for full photo guidelines visit [citizencard.com/photos-guidance](http://citizencard.com/photos-guidance)



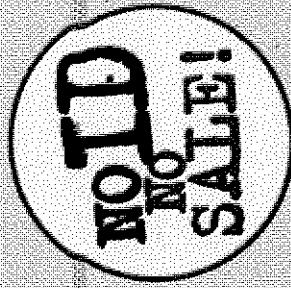
**PLEASE POST YOUR COMPLETED APPLICATION BY RECORDED DELIVERY TO:**

**CitizenCard Ltd.  
7 Prescott Place  
LONDON  
SW4 8BS**

The CitizenCard Scheme is operated by CitizenCard Ltd a non-profit company limited by guarantee in England & Wales No. 3843942 Registered Address: 7 Prescott Place London SW4 8BS

# CITIZENCARD APPLICATION FORM

The easiest way  
to prove your  
age and identity



18+ CitizenCards  
display the logos of:



APPENDIX 7

**Applicant Declaration - please use CAPITAL LETTERS - all sections must be completed in full**

Title \_\_\_\_\_ Given Names \_\_\_\_\_ Surname \_\_\_\_\_  
 House No. \_\_\_\_\_ House Name \_\_\_\_\_  
 Street \_\_\_\_\_ Town/City \_\_\_\_\_  
 County \_\_\_\_\_ Home Tel. \_\_\_\_\_  
 Mobile \_\_\_\_\_ Postcode \_\_\_\_\_  
 E-mail address \_\_\_\_\_

I acknowledge that providing false information is a criminal offence (Fraud Act 2006) and agree to our T&Cs found online, I understand CitizenCard will not issue a card unless all requirements for card issue have been met. (citizencard.com/terms-and-conditions)

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 referee and both of which are enclosed.

Route 1 only I attach a photocopy of an original document confirming my identity signed by the referee which I have enclosed with this application.

I consent to receiving messages from CitizenCard e.g. regarding replacement cards, market research and card offers by email  by SMS  by post

I consent to the referee named below confirming my details when contacted by CitizenCard at their workplace.

Applicant Signature: \_\_\_\_\_

**Referee Declaration - must meet criteria overleaf**

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_  
 Job Title \_\_\_\_\_ Name of Organisation \_\_\_\_\_  
 Professional Registration No. if applicable \_\_\_\_\_  
 Work address \_\_\_\_\_  
 Work Tel. No. \_\_\_\_\_  
 Work E-mail Address \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Exit \_\_\_\_\_

**Route 1: Referee Validating Documents:**

The applicant is known to me and I have written on a copy of their original document confirming their identity "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 the date.

**OR**

The applicant is unknown to me and I have written on a copy of their original photographic ID document confirming their identity "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 the date.

**OR**

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 to confirm the information supplied and acknowledge that the applicant has consented to me confirming their personal details (see above).

**Route 2: Referee Verifying From Official Records:**

I certify that the applicant is known to me and their full name and date of birth, 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.

**OR**

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) 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 (see above).

Referee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**POSTAL ORDERS payable to CitizenCard**

Cardholder name as it appears on card \_\_\_\_\_  
 Card Expiry Date \_\_\_\_\_ Amount (£) \_\_\_\_\_  
 Card Number \_\_\_\_\_

**STANDARD APPLICATION.**  
 I enclose standard payment of £15  
 21 days after receipt of application (subject to verification)

**URGENT APPLICATION.**  
 I enclose urgent payment of £30  
 1-2 Working days after receipt of application (subject to verification)

Cardholder Signature: \_\_\_\_\_

**Payment - and parental consent if applicant is under 16)**

**REQUIRED IF APPLICANT IS UNDER 16:** I consent to this application for a CitizenCard.

Parent/Guardian Signature: \_\_\_\_\_

Name \_\_\_\_\_  
 Mother  Father  Guardian

**ATTACH  
 ONE  
 PHOTO  
 HERE**