

There are 2 routes to authorise this application: *Providing false information is a criminal offence*

Route 1: Take your original ID to a verifier

Take the form to a person aged 25 or older, in work, contactable at their workplace and must not be a relative, guardian or carer. They must also be one of the following:

- Accountant
- Advocate
- Airline Pilot
- Articled Clerk of a limited company
- Assurance Agent of recognised company
- Bank/Building society official
- Broker
- Chairman/Director of limited company
- Chemist
- Chiropodist
- Civil Servant (established)
- Dentist
- Deputy
- Douzenier
- Engineer (with professional qualifications)
- Fire Service Official
- Funeral Director
- Insurance Agent (full time) of a recognised company
- Journalist
- Jurat
- Legal Secretary (members and fellows of the Institute of legal secretaries)
- Manager/Personnel Officer (of limited company)
- Merchant Navy Officer
- Minister of a recognised religion
- Nurse (RGN and RMN)
- Officer of the Armed Services (active or retired)
- Optician
- Person with honours (e.g. OBE MBE etc.)
- Personal Licensee Holder
- Police Officer
- Social Worker
- Solicitor
- Surveyor
- Teacher, Lecturer

- The verifier must complete the **VERIFIER DECLARATION** and countersign one photo.
- You must show the verifier one of the following original ID:
 - **passport**
 - **national identity card**
 - **photo driving licence**
 - **card containing PASS hologram**
 If the verifier knows you personally you can show them one of the following ID instead:
 - **original or certified copy of a birth certificate**
 - **national insurance card**
 - **social insurance card**
- Take this form, together with one of the above original ID plus a copy of that ID, to the verifier who will need to countersign the form, one photo and the copy of the ID.

NOTES FOR VERIFIER

- Check you are working in one of the professions listed above.
- Complete **VERIFIER DECLARATION** in full. Stamp form (if stamp available).
- Check the details on the applicant's original ID which must be one of the following:
 - **passport**
 - **national identity card**
 - **photo driving licence**
 - **card containing PASS hologram**
 If you know the applicant personally the original ID can be one of the following instead:
 - **national insurance card**
 - **social insurance card**
 - **original or certified copy of a birth certificate**
- Write on the copy 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 the application form.
 John Brown. *JBrown* 01.09.09

I certify that this is a true likeness of Imogen Hughes
JBrown 01.09.09

- Write on the reverse of one photo "**I certify that this is a true likeness of [name]**" and adding your your signature and the date. Check the photo matches the photo stuck or glued to the form.
- CitizenCard may phone you to verify the information supplied.

Route 2: Ask a verifier to check your details match their official records

Take the form to a person aged 25 or older, in work, contactable at their workplace and must not be a relative, guardian or carer. They must also be one of the following:

- **Teacher/Tutor at your School/College/University**
- **Certified Solicitor/Accountant**
- **Head of Year/Administrator at School/College/University**
- **Bank/Building Society staff**
- **Doctor**

- The verifier must complete the **VERIFIER DECLARATION** and countersign one photo.
- The verifier must certify that your name, home address and date of birth match the official records held at their office/organisation.
- Take this form to the verifier who will need to countersign the form and one photo.

NOTES FOR VERIFIER

- Check you are working in one of the professions listed above.
- Complete **VERIFIER DECLARATION** in full. Stamp form (if stamp available).
- You should certify that the applicant's full name, date of birth and home address match the official records held by your office/organisation.
- Write on the reverse of one photo "**I certify that this is a true likeness of [name]**" and adding your signature and the date. Check the photo matches the photo stuck or glued to the form.
- CitizenCard **will** phone you to verify the information supplied.

I certify that this is a true likeness of Imogen Hughes
JBrown 01.09.09

Payment & Checklist

- Applications cost £10. (Card posted 2nd class within 28 days). Enclose cheque/postal order (payable to 'CitizenCard') or pay by debit/credit card.
- Urgent** applications cost £21. (Cards posted Special Delivery 1 working day after receipt of application). Pay by postal order (to 'CitizenCard') or debit/credit card. **No Cheques.** We advise you to post application by Special or Recorded Delivery.
- 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.**

Checklist

- Complete all parts of the application in full, signed and dated where required. **The 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 (eg. replacement cards).
- Supply 2 passport quality colour photos. 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.**
- Photo 1 must be stuck or glued within the specified box marked 'ATTACH ONE PHOTO HERE'.
- Enclose one photo countersigned by the verifier. Do NOT stick or glue this photo to the form.
- If using Route 1 (see left) enclose the **copy** of your ID making sure the verifier has countersigned it first.
- Enclose cheque or postal order (payable to 'CitizenCard') unless you are paying by credit/debit card. **DO NOT SEND CASH.**
- If paying by credit/debit 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**

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DAS 26.11.09



GUERNSEY CITIZENCARD APPLICATION FORM

CITIZENCARD
 card number
1234 5678 9000 0000
 name
Claire Johnson
 date of birth
14 March 1989
ADULT
18+
 www.citizencard.com
PASS
 DRUG & ALCOHOL STRATEGY

Your CitizenCard Supported by



DRUG & ALCOHOL STRATEGY



The UK Government's Approved Standard For Proof of Age

