

Birth/Adoption Certificate Form 2014/15

You must complete this form fully in order to receive student finance.

Applicant's Declaration of Identity

Customer Reference Number (if you have one)

Title

Forename(s)

Surname

Date of birth

DAY MONTH YEAR

Place of birth (the name of the town or village)

Birth Certificate Reference Number (if applicable)

Adoption Certificate Reference Number (if applicable)

I have enclosed my original birth or adoption certificate as confirmation of my identity.
I have also enclosed a completed Identity Confirmation Form.

Signature

Date

DAY MONTH YEAR

Important Information



You must ensure a person of good standing within the community, whose identity can be verified, completes the Identity Confirmation Form.

Examples of a person of good standing include:

- someone with a professional qualification i.e. teacher, accountant, engineer, solicitor, etc;
- bank or building society official;
- civil servant;
- minister of religion; or
- police officer.

This person must meet **all** of the following criteria:

- they must have known you for at least 2 years;
- they must not be related to you by birth or marriage;
- they must not be in a personal relationship with you;
- they must not live at the same address as you;
- they must hold a current UK passport; and
- they must be currently living in the UK.

If you, or the person completing the Identity Confirmation Form, require a copy of this form in an alternative format such as large print or Braille, contact us on **0300 200 4050** to have this arranged.



Identity Confirmation Form

This form is used to confirm the applicant's identity.

Important Information

I declare that:

- I have known the applicant for at least 2 years;
- I am not related to the applicant by birth or marriage;
- I am not in a personal relationship with the applicant;
- I do not live at the same address as the applicant;
- I hold a current UK passport; and
- I am currently living in the UK.

Your title

Your forename(s) Your surname

Your occupation

Your passport number

Your full postal address which can be work or home

Postcode

Phone number Length of time you've known the applicant years

Applicant's full name

Applicant's Customer Reference Number (if known)

Who will use this information

The Welsh Ministers have transferred certain functions relating to student finance applications to Local Authorities (LAs) and the Student Loans Company (SLC).

Your LA or SLC (as applicable) will be the data controllers for the information you provide on this form. The Welsh Ministers will also be a data controller for this information as they will be responsible for it by law. However, if you would like to see your information please contact your LA or SLC (as applicable).

The information that you provide on this form will be used to process the applicant's application for student finance, in particular to confirm the applicant's identity and therefore, whether they are potentially eligible for student finance.

Your LA or SLC (as applicable) may contact you, your employer or Her Majesty's Passport Office to verify the information you provide on this form. They will need to keep your information in order to audit their assessment of the applicant's eligibility for student finance.

By law your LA and SLC must protect the public funds they handle and may use the information that you provide to prevent and detect fraud. They may also share this information for the same purposes with other government departments who handle public funds.

I confirm that I believe the applicant is the person named on the enclosed birth/adoption certificate and that he/she is known to me as the person named on this form.

Signature X

Date DAY MONTH YEAR

 We may contact you, your employer and Her Majesty's Passport Office to confirm any information you have provided on this form.

Examples of acceptable countersignatures

Please note, the person who countersigns your form must:

- be a person of good standing in the community,
- have known you for more than 2 years,
- not be related to you (by birth or marriage), in a relationship with you or live at your address,
- live in the UK and
- hold a valid UK passport.

These are common examples of people you might know who can countersign your form:

- Accountant
- Bank or Building Society Official
- Chairman/Director of a limited company
- Civil servant (permanent)
- Dentist
- Director/Manager of a VAT-registered company
- Engineer (with professional qualification)
- Fire service official
- Manager/Personnel officer of a limited company
- Medical Doctor (must know applicant personally)
- Minister of a recognised religion
- Nurse (RGN and RMN or holder of a BA, BSc or Diploma in Nursing)
- Officer of the Armed Services (Active or retired. If retired, they need to tell us the landline number for their last place of work.)
- Optician
- Pharmacist
- Police Officer
- Post Office official
- President/Secretary of a recognised organisation
- Social Worker
- Solicitor
- Teacher/Lecturer
- Vet

There are also lots of other professional people that could sign your form, for example:

- Architect
- Articled clerk of a limited company
- Barrister
- Chemist
- Chiropodist
- Christian Science practitioner
- Director/Manager of a VAT-registered charity
- Driving Instructor (approved)
- Funeral Director
- Journalist
- Justice of the Peace
- Local government officer
- Elected Official
- Merchant Navy officer
- Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- Paramedic
- Photographer (professional)
- Personal License holder (formally known as a licensee of a public house only)
- Prison/Probation Officer
- Salvation Army Officer
- Surveyor
- Trade union officer
- Travel Agent (qualified)
- Warrant officers and Chief Petty Officers

If, after reading this information, you're still not sure if the person you found to countersign your form meets the criteria at the top of the page, call us on 0300 200 4050.