

Birth/Adoption Certificate Form 2013/14

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 British or Irish 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 please contact us on 0845 300 50 90 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 do not live at the same address as the applicant;
- I am not related to the applicant by birth or marriage;
- I hold a current British or Irish Passport; and
- I am not in a personal relationship with the applicant;
- I am currently living in the UK.

Your title

Your forename(s) Your surname

Your occupation

Your passport number

Your work address

Postcode

Your work landline phone number Length of time you have known the applicant years

Applicant's full name

Applicant's Customer Reference Number (if known)

Who will use this information

The Secretary of State for Business, Innovation and Skills have transferred certain functions relating to student finance to the Student Loans Company (SLC).

The SLC will be the data controller for the information you provide on this form. Business, Innovation and Skills is also the data controller for this information as it is responsible for it by law. However, if you would like to see your information please contact the SLC.

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. The SLC may contact you, your employer or the Identity and Passport Service 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 the 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



We may contact you, your employer and the Identity & Passport Service 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 British or Irish passport.

Please note, unless specified, a countersignature must be from a professional who is working and has not retired.

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)
- 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
- Member of Parliament
- 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, please call us on 0845 300 5090.