

# Applicant to complete sections 1-6

10 Easy steps to apply for your official PASS Proof of Age Card

PLEASE WRITE IN CAPITAL LETTERS AND BLACK INK ONLY

## 1 How quickly do you need your card?

Standard Application  
10 working days - £15

Urgent Application  
5 working days - £25

N.B. Delivery timings start from when we receive your application by post and are dependent on your Verifier being available to be contacted by landline phone at their place of work.

## 2 Your details

Please tick which card you are applying for.

U16  16+  18+

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Landline or mobile number \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth (DD/MM/YYYY) \_\_\_\_\_

Signature \_\_\_\_\_

This box must be ticked for your application to be processed

I wish to apply for a My ID Card. I agree that my Verifier will be contacted and give my permission for my Verifier to confirm my given details. I understand My ID Card will not issue a card unless all requirements for the card issue have been met and that the payment covers the cost of processing this application, non-refundable once my application has been received by My ID Card. I am not buying the card which remains the property of My ID Card and understand that my card may not be lent to, or used by anyone other than myself. I confirm that the information provided in this application is true and correct. I acknowledge that providing false or altered information is a criminal offence - Fraud Act 2006. I have read and accept the terms and conditions on the My ID Card website.

## Parental consent for under 16s only

If you are under 16 years of age you must ask your parent or guardian to complete this section:

Full Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Telephone Number \_\_\_\_\_

Signature \_\_\_\_\_

## 3 Payment Payment Ref No. \_\_\_\_\_

WE CANNOT ISSUE YOUR ID CARD IF WE HAVE NOT RECEIVED PAYMENT.

Online Payment  Bank Transfer  Postal Order

If paid Online, Please enter 4 digit Order Number in space above,  
If paid via Bank Transfer please enter Postcode.

## 4 You will need TWO passport quality photos

- No sunglasses
- No headwear (unless for religious or health reasons)
- No face painting
- Face forwards
- Ensure photo is a true and current likeness of you
- Neutral expression (no smiling)

ATTACH ONE OF YOUR PHOTOS TO THIS BOX.

Don't use Sellotape, Blu Tack or paper clips to attach your photo as they will damage your photograph! We suggest using a glue stick.

## 5 You will need to photocopy TWO of these documents

Please tick which ones you will be providing

Birth certificate  Photo driving licence  
 Photo page of passport

If you only have ONE of the above documents then you need to send it with ONE of these (all documents must be in printed form with your full name and your current address)

Utility bill  University/College/School acceptance letter  
 Bank/building society statement  Blue disabled driver's pass  
 Tenancy agreement  UK Border Agency papers  
 Letter from Government Agency  
 DBS check

In addition. If you have changed your name since birth, you will need to include a photocopy of all change of name documents duly signed by your Verifier.

## 6 Take ONE of your photos, your TWO original documents and your TWO photocopied documents to a professional person (Verifier) who knows you\*

# Verifier to complete sections 7-9

## What's a Verifier?

A professionally qualified person in Full Time Employment - see FAQs overleaf.

YOUR VERIFIER MUST BE AVAILABLE FOR US TO CALL

\* Verifier cannot be retired

## 7 Verifier details

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Job Title\* \_\_\_\_\_

Company Name \_\_\_\_\_  
\_\_\_\_\_

Work Address \_\_\_\_\_  
\_\_\_\_\_

Work Landline Number \_\_\_\_\_

8 On the back of both photocopied documents write the following statement: "I have signed the copy documents and can confirm that I have seen the originals" followed by your signature and date.

On the back of ONE passport photo write the following statement: "I certify that this is a true likeness of (name of applicant)" followed by your signature and date.

## 9 Verifier Signature Date

This box must be ticked for this application to be processed.

I certify that the applicant is known personally to me, I am NOT in a personal relationship, I living with or am related to the applicant. The information provided with this application is correct and true. I confirm I have read the instructions on this form and am over 25 years of age and am in full time employment. I certify I have seen the applicant's relevant original documents and to the best of my knowledge they are correct and true. I have signed and dated the photocopies confirming that I have seen the originals and the reverse of ones of the applicant's photos.

## 10 Final step (for Applicant)

Post your completed form, photocopied documents and photos in an envelope to the address shown. A Freepost option is also available but can take longer to arrive with us. Just write 'FREEPOST MY ID CARD' on the front of the envelope (NO stamp).





# Fast and easy application

## What you need for your My ID Card application



2 x official documents for your Verifier to view only (e.g. passport and bank statement)\*



2 x **photocopies** of your official documents\*  
(Never send us your original official documents!)



2 x passport size photos



A professional person (Verifier) who knows you (e.g. Teacher, Doctor, Company Director) Verifier **MUST** be in Full Time Employment



Payment for your application



Envelope addressed to My ID Card (address overleaf).  
If using Freepost, just write FREEPOST MY ID CARD (no stamp required)

### \* No official documents?

Don't panic, just talk to our friendly team on 01256 305678 and apply using our alternative route (cost is the same)

# FAQs

## How do I pay for a My ID Card application?

You **MUST** pay for your My ID Card application before processing can commence.

### Online card payment

Pay online at [www.myidcard.co.uk](http://www.myidcard.co.uk)  
(Apply Now/Login page)

### Online banking or bank transfer

Sort Code: **30-90-53**  
Account No: **50184868**  
[use your postcode as a bank transfer reference]

### Postal orders

Made out to "My ID Card"

### Who can be a Verifier?

A professionally qualified person that knows you (e.g. Teacher, Doctor, Company Director of Limited Company). Verifier **MUST** be in Full Time Employment and cannot be retired. See our FAQ's online for the full list of titles.

### Can't see your questions?

Check out our FAQ page at [www.myidcard.co.uk](http://www.myidcard.co.uk)  
or call 01256 305 678



[www.myidcard.co.uk](http://www.myidcard.co.uk)



# Application Form



/myiduk



/myidcard



Approved by



Security Industry Authority

NPCC  
National Police Chiefs' Council

PASS