

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 - £17

☐ Urgent Application
5 working days - £32

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 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 _____

Work Email _____

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, 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. **Providing false information is a criminal offence.**

10 Final step (for Applicant)

Post your completed form, photocopied documents and photos in an envelope to the address shown. Due to the sensitive documents being sent, we recommend using either Signed For or Special Delivery when posting.

