Your referee should be a professional person who knows you, there is a full list on our website that gives examples of the type of person that would be suitable e.g., Doctor, Teacher, Lawyer, Bank Manager, Elected Councillor, Vet, Post Master/Mistress, License Holder, Director of Ltd Company etc. We use the UK Passport Office list as guidance.

Please read this carefully:

- Your referee must know you
- Your referee must NOT be related to you by either marriage or birth
- You must NOT be in a personal relationship with your referee
- Your referee must NOT live at the same address as you
- Your referee MUST be over 25 years of age
- Your referee MUST be in employment in the UK

A referee knowingly attempting to aid a fraudulent application may be liable for prosecution

Take this form to your referee, a person who knows you, photocopy your original documents from the list over the page, show the originals to your referee and ask them to sign and date the copies to confirm they have seen the originals, using the following statement: “I have signed the copy documents and can confirm that I have seen the originals”. Your referee must also sign the back of one of your photographs with the following statement: “I certify that this is a true likeness of (name of applicant)” followed by their signature and the date.

NAME / TITLE & HOME ADDRESS

SIGNATURE

I certify that the applicant is known personally to me, that they are not related to me and that the information provided with this application is correct and true. I confirm that I have read the instructions on this form and that I am over 25 years old. I certify that I have seen the applicant’s relevant documents, and to the best of my knowledge they are correct and true. I have signed the copy documents confirming I have seen the originals.

POSITION AND/OR QUALIFICATION HELD NAME & ADDRESS OF WORKPLACE & POSTCODE

Work Landline Telephone Number Mobile Telephone Number

Please sign the reverse of one photo as follows: “I certify that this is a true likeness of Name of applicant” followed by your signature and the date.

APPLICANTS & REFEREES - Telephone for advice if necessary - 01434 634996

Your referee MUST be available for us to call.

It is a criminal offence to obtain a card by providing false or altered information
Applicants please note that we are working to make the internet a safer place for all users, particularly young people. With this in mind, you may wish to use your age ID information to access certain online services. See further details in FAQs on our website. Please tick this box if you do not wish to take advantage.

This is what you need to do

1. You will need two good quality colour identical head and shoulder passport sized photographs with a plain, pale background. Your head must be in the middle of the photograph. Poor quality images eg self printed photos will be rejected!
   - No sunglasses
   - No Hats
   - No face painting
   - Photo must be facing forwards
   - Photo must be a true and current likeness of you

You have to provide two documents from List A or one document from List A and one document from list B. Both must be photocopied and countersigned by your referee confirming that they have seen the originals. Both photocopies must be sent with your application. DO NOT SEND ORIGINAIS.

2. List A
   - Birth Certificate
   - Copy of photo page of passport
   - Photo Driving Licence
   - Medical Card or GP Medical Registration Letter
   - UK Armed Forces Card

   In addition, if you have changed your name by either marriage, deed poll, Civil Partnership or have a change of name deed you must also include a photocopy of that document duly countersigned by your referee.

3. List B
   - Utility Bill eg Gas, Electric, Council Tax, TV Licence
   - DBS Check
   - Bank Statement
   - Building Society letter or statement
   - Letter from a UK Government Agency eg DWP, HMRC, Job Seekers
   - European Health Insurance Card (E1-11)
   - University, College or School acceptance letter
   - Blue Disabled Driver's Pass
   - Police Warrant Card
   - Tenancy Agreement
   - UK Border Agency Papers

Payment can be made online, or by BACS, cheque or postal order to VALIDATE UK. Our bank details are Barclays, sort code 20-40-09, account number 53164314. Non honoured cheques will incur charges.

Parental Consent

If you are under 18 years of age you must ask your parent or guardian to complete this section.

FULL NAME
RELATIONSHIP TO APPLICANT
TELEPHONE NUMBER
SIGNATURE

Once you have completed this section please turn over so that your referee can complete the authorisation section.

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Applicant's signature in this box: