

e+ PASS Verifier Form B

Personal data **PROTECT**



Use this form if you need an e+ PASS accredited card but have no photographic proof to verify your age and cannot use the simpler process of Verifier Form A. Please use black or blue ink and BLOCK capitals to fill this form then give it to your verifier to complete. This form, your photograph and a photocopy of original proof documentation must all be submitted together signed, dated and endorsed by the referee, with their official stamp applied as instructions overleaf explain.

Applicant details

| | | | |
|---------------|--|---------------|-------|
| Forenames: | | Surname: | |
| Address: | | | |
| | | | |
| Postcode: | | | |
| Postcode: | | Phone number: | |
| DATE OF BIRTH | | Day | Month |
| | | | Year |

Applicant Declaration: *I acknowledge that providing false information or falsifying a referee's declaration is a criminal offence and I understand that the details on this application will be checked fully before an e+ Pass proof of age card will be issued to me.*

Signature:.....Date.....

Verifier Details

| | |
|--|---------|
| Title & Forename | Surname |
| Occupation & Professional title: | |
| Work Address: | |
| | |
| Postcode: | |
| Full work phone number (including area code): No home or mobile numbers are acceptable | |

Verifier Declaration:

I certify that I know the applicant sufficiently to verify the information on and supplied with this form. I confirm the photograph is an accurate current likeness of the applicant and that I saw the original age and identity documentation which has been photocopied, endorsed and signed by me. I confirm all the details supplied above are correct. I consent to being contacted by telephone at work to confirm any of the above. I acknowledge that it is a criminal offence under the Fraud Act 2006 to provide false information.

Signature:.....Date.....

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Information for the applicant Please follow all the instructions carefully.

- You must take an original form of ID from the list below to your verifier which they need to photocopy then they must sign, endorse and date the photocopy to submit with this form.
- You also need a recent photograph showing a clear likeness of your head and shoulders with no hats or dark glasses and no hair over your eyes. You may not wear a hat, scarf or dark glasses except for religious or medical reasons. The verifier must write on the back of the photograph, sign and date it as below to submit.

Accepted original forms of ID are: Original or certified copy of a birth certificate, original NHS registration card, original UK Border Agency Document (Application Registration card, Immigration Status Document, UK residence card, Travel Document)

Who can be a Verifier?

A verifier **MUST** be aged over 26 and know the applicant sufficiently to verify their identity and age. They may **NOT** have a family connection with, nor have guardian, foster parent nor carer status in relation to the applicant. A verifier should have an occupation on the list approved by the Passport & Identity service. The full list is available online or on request but includes all of the following: Careers/Connexions Advisor, Teacher, Lecturer, Social Worker, Dentist, Doctor, Nurse, Optician, Personal licensee holder, President or Secretary of a recognised organisation Pharmacist, Local Government Officer, Solicitor, Bank or Building Society Official, Accountant, MP, Justice of the Peace, Minister of Religion, Police Officer, Prison or Probation Officer, Officer of the Armed Services (working or retired), Person with Honours e.g. OBE etc., Official of the Fire Service, Trade Union Officer, Civil Servant, Elected Councillor, Judge, Magistrate, Barrister, Surveyor, Manager or Director of a Limited Company, Director, Manager or Personnel Officer of a VAT registered Company or Charity.

Information for the Verifier:

- Check you are satisfied the applicant's identity verifying document is their own and is authentic.
- Photocopy the original document and sign and date the photocopy and write on it that you have authenticated the original.
- Write on the reverse of the photograph 'I certify this is a true likeness of (applicant's name)', add your signature & the date.
- Sign the declaration and stamp this form with the official stamp of your workplace
- Attach the photo and the signed photocopy of the original verifying document to the completed form.
- You must agree to be telephoned at your place of work to verify confirm that you personally signed this form on the applicant's behalf, that you saw the original verifying documentation, signed and dated the photocopy and the photograph.

The completed & signed items: this form, photocopy and photograph, can be returned to any e+ service point at a Bracknell Forest library, leisure centre or customer service centre or posted to: Bracknell Forest Council, FREEPOST RG3 585, Bracknell, Berks, RG12 1ZP

If you have any queries about filling this form please call the e+ Team on 01344 352000
email: info.smartcard@bracknell-forest.gov.uk

| Checklist for submission | x | Staff use | Date |
|---|----------------------|-----------|------|
| Details filled and declarations signed by applicant and referee | | | |
| Photo quality acceptable (full face, no hats or dark glasses, no hair over eyes) | | | |
| All items present, signed, dated, endorsed & official stamp applied to form | | | |
| Referee telephoned and checklist complete | e+ Team to follow up | | |