

# Birth/Adoption Certificate Form 2011/12

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 our Customer Support Office on 0845 600 0662 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 am not related to the applicant by birth or marriage;
- I am not in a personal relationship with the applicant;
- I do not live at the same address as the applicant;
- I hold a current British or Irish Passport; and
- I am currently living in the UK.

Your title

Your forename(s)

Your surname

Your occupation

Your passport number

Your work address

Postcode

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 Department for Employment and Learning has made arrangements for certain functions relating to student finance applications to be exercised by Education and Library Boards (ELBs).

The Student Loans Company (SLC) also carries out certain functions on its behalf.

The applicant's ELB will be the data controller for the information you provide on this form. You should contact the ELB if you would like to see your information.

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 applicant's ELB 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, ELBs and 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

Date

DAY MONTH YEAR



**We may contact you, your employer or the Identity & Passport Service to confirm any information you have provided on this form.**