

Birth/Adoption Certificate Form 2010/11

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.

