

# Birth or Adoption Certificate Form

[www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)

## To be completed by the student

Customer Reference Number

Full name

Date of Birth

Day            Month            Year

Place of birth as stated on your birth or adoption certificate

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What are you sending?

My original birth certificate

My original adoption certificate

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What is the reference number on your certificate?

### Declaration

- I enclose my original UK or ROI Birth or Adoption certificate as confirmation of my identity.

Today's date

Day            Month            Year

Your signature (in ink)



**Now read the next page, then give the form to someone who can confirm your identity.**



## Who can complete this form for you

### Section 2 must be completed by someone who:

- is working in a profession listed on this page
- has known you for at least two years
- lives in the UK; **and**
- holds a valid British or Irish passport.

### They must not:

- live at the same address as you
- be related to you by birth or marriage/civil partnership; or
- be the student's partner.

## Our list of acceptable professions

- Accountant
- Architect
- Articled clerk of a limited company
- Bank or Building Society Official
- Barrister
- Chairman/Director of a limited company
- Chemist
- Chiropodist
- Civil servant
- Dentist
- Director/Manager of a VAT-registered charity
- Director/Manager of a VAT-registered company
- Driving Instructor
- Engineer
- Fire service official
- Funeral Director
- Journalist
- Justice of the Peace
- Local government officer
- Manager/Personnel officer of a limited company
- Medical Doctor
- Member of Parliament
- Merchant Navy officer
- Minister of a recognised religion
- Nurse
- Officer of the Armed Services (active or retired)
- Optician
- Paralegal
- Paramedic
- Personal License holder (formally known as a licensee of a public house only)
- Pharmacist
- Photographer
- Police Officer
- Post Office official
- President/Secretary of a recognised organisation
- Prison/Probation Officer
- Salvation Army Officer
- Social Worker
- Solicitor
- Surveyor
- Teacher/Lecturer
- Trade union officer
- Travel Agent
- Vet
- Warrant officers and Chief Petty Officers

## To be completed by the person confirming the student's identity

- Before you complete this section, make sure you meet all of the requirements on page 2. We can't accept the form if you don't.

To find out how we'll use the information you provide go to [www.studentfinanceneni.co.uk/privacynotice](http://www.studentfinanceneni.co.uk/privacynotice) to read our Privacy Notice before completing this form.

Title

First name

Surname/family name

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Your passport number

We will share the passport details you provide with HM Passport Office to confirm that they're valid.

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Have you known the student for at least 2 years?

Yes

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Your profession

Name of your employer/company

Work address

Postcode

Work telephone number



**Now sign and date the declaration on the next page, then give the form back to the student.**

# Declaration

**By completing this declaration I confirm that:**

- I do not live at the same address as the student
- I have known the student for at least 2 years
- I hold a British or Irish passport
- I am not related to the student by birth, marriage or civil partnership
- I am not in a personal relationship with the student (for example, they are not my partner)
- We may contact you, your employer or HM Passport Office to confirm any information you have provided on this form.
- the student named in Section 1 of this form is the same person as the one named on the attached UK Birth or Adoption certificate; and
- to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand the student may have their financial support withdrawn and I could be prosecuted.

Your signature (in ink)

X

Today's date

Day      Month      Year

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**Now give this form back to the student**

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## Sending your form and original documents to us

**Have you attached your original Birth or Adoption certificate?**

**Yes** - You're ready to return your form.  
Send it to the following address:

**Student Finance NI  
Postgraduate Office  
Ballee Centre  
Ballee Road West  
Ballymena  
BT42 2HS**