

# 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

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

X

Date

## 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 us on 0845 300 50 90 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

Your work landline  
phone number

Postcode

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 Secretary of State for Business, Innovation and Skills has transferred certain functions in relation to student finance to Local Authorities. The Student Loans Company (SLC) also carries out certain functions on their behalf. This includes functions in respect of new students and also returning students whose Local Authority was part of the Centralised Processing Unit. The following local authorities were part of the Centralised Processing Unit (CPU): London Borough of Brent, Darlington Borough Council, London Borough of Hackney, Hartlepool Borough Council, North Yorkshire County Council, Redcar & Cleveland Borough Council, Southend-on-Sea Borough Council, South Tyneside Council, London Borough of Southwark, Stockton-on-Tees Borough Council and York City Council.

If the applicant is a new student or their Local Authority is one which is listed above as forming part of the CPU, the SLC will be the data controller in respect of the information you provide on this form. Business, Innovation and Skills is also the data controller for this information as it is responsible for it by law. However, if you would like to see your information please contact the SLC.

If the applicant is a returning student and their Local Authority is not one which is listed above as forming part of the CPU, the Local Authority will be the data controller in respect of the information you provide on this form. You should contact the relevant Local Authority 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 Local Authority or the SLC 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, Local Authorities 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 and the Identity & Passport Service to confirm any information you have provided on this form.**



SFE/BAC/1011