

Birth/Adoption Certificate Form

You must complete this form fully in order to receive student finance.

Applicant's Declaration of Identity

ART ID (if you have one)

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Forename(s)

Surname

Date of birth DAY MONTH YEAR

Place of birth (the name of the town or village):

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 08456 077 577 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	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="text"/>
Your forename(s)	<input type="text"/>		Your surname	<input type="text"/>	
Your occupation	<input type="text"/>				
Your passport number	<input type="text"/>				
Your work address					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>				Postcode:	<input type="text"/>
Phone number:	<input type="text"/>		Length of time you have known the applicant	<input type="text"/> years	
Applicant's full name <input type="text"/>					
Applicant's ART ID (if known) <input type="text"/>					

This statement sets out who will use the information that you provide on this Identity Confirmation Form and what they will use it for.

The Secretary of State for Innovation, Universities 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 his behalf, including functions in respect of students whose local authority is now part of the Centralised Processing Unit. The following local authorities will continue to be part of the Centralised Processing Unit: 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's local authority is **not** part of the Centralised Processing Unit, it will be the data controller in respect of the information you provide on this form. You should contact the local authority if you would like to see your information.

If the applicant's local authority **is** part of the Centralised Processing Unit, the SLC will be the data controller in respect of the information you provide on this form.

The Department for Innovation, Universities 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.

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	<input type="text"/>	Date	DAY	MONTH	YEAR
			<input type="text"/>	<input type="text"/>	<input type="text"/>



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