

This form must be printed on an original company or organisations letterhead, or have an original company or organisations compliment slip attached, or be stamped with an official company or organisation stamp, which not acceptable includes the name, date and address of the sponsor. Photocopies of letterheads and compliment slips are.

### CITB Identification Waiver form



Only to be used in **EXCEPTIONAL** circumstances where the candidate does not have any form of photographic identification.

#### Statement of sponsor

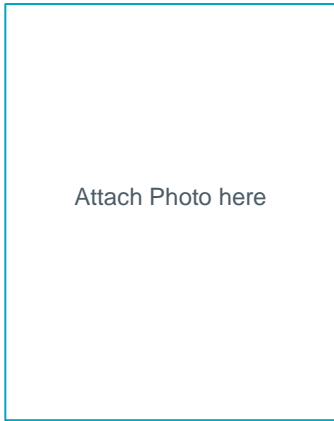
I confirm that the person identified below is not in possession of a passport, driving licence or similar photographic document that is required as proof of identity in order to sit a CITB test. This test is the Health, Safety & Environment test. This form can be used for single or consecutive tests only. A waiver form will need to be completed for each separate test.

I hereby confirm that the photograph, personal details and signature below are accurate and authentic. In presenting this form as an alternative to identification documents, I also confirm that I/we will not hold CITB or Pearson VUE responsible for any consequences should any of the details shown be found to be incorrect or false.

Full Name of Sponsor																							
Contact telephone number <small>(For validation purposes only)</small>																							
Signature of Sponsor																							
Position																							
Date			/			/																	

#### Candidate details

Forename																							
Surname																							
Home Address																							
Postcode																							
Date of Birth			/			/																	
Test type																							
CITB registration number (if known)																							
Candidates signature (in the presence of the Sponsor)																							



## Test centre completion

Test centre to confirm the two forms of identification presented:

1. \_\_\_\_\_
2. \_\_\_\_\_

Candidates signature (in the presence of the test administrator)	
Signature of the test administrator	
Venue	
Date	/ /

Test centre staff are authorised to and reserve the right to verify and refuse this document if they are not satisfied as to its authenticity or if the letterhead is a photocopy. Photos must be recent, passport size and colour, with the candidate's signature on the back.

This waiver form is valid for single or consecutive tests only and will be retained by the test centre for comparison with any subsequent card applications by CITB. In the event that this form is found to have been completed fraudulently and/or the sponsor cannot be traced, the result of any test taken on the basis of this waiver form shall be invalid and no card shall be issued to the candidate named on this form until satisfactory evidence of ID can be provided.

Dear Candidate,

Identification waiver form – Valid from 1 October 2013

You have recently booked a CITB Health, Safety & Environment test. As you have confirmed that you do not possess the photographic identification required, please see overleaf the CITB waiver form for you to complete and offer as identification when attending the test centre to sit your test.

You must nominate a person in a position of responsibility to whom you are known (your sponsor), from the following list of acceptable sponsors:

Doctor	Probation Officer	Job centre employee
Magistrate	Fire Service Officer	Teacher/ Lecturer
Solicitor	Officer of armed services	Trade Union Officer
Police Officer	Chairman/ Director of Ltd company	

Your sponsor must be independent from and not connected with the test centre at which you are taking the test. The waiver form must be copied onto the original headed notepaper of your sponsor, or with an original compliment slip or an official stamp (photocopies are acceptable). Your sponsor must sign and date the waiver form, and state clearly their position and title (Doctor, Magistrate etc.)

Sign on the back of a recent, colour passport sized photograph of yourself, in the presence of your sponsor, who must also sign the photograph as witness to your signature. Attach the photograph to the waiver form in such a way that test centre staff can check that the signatures are present. Complete the form and sign where indicated.

Take the form with you to the test centre where you will be asked to sign the form again, in the presence of the test administrator.

In addition to the waiver form, candidates must also present TWO additional valid forms of identification at the test centre prior to taking a test, from the list below:

- Recent utility bill (less than 3 months old)
- Bank Statement (less than 3 months old)
- Credit/ Debit card
- EU country ID card
- Young Scots card
- Building society passbook
- National Insurance card/ Addressed pay slip or official HMRC letter including NI number
- Inland Revenue card
- Student ID card (with candidate photograph, initial and surname, year and institution of study)
- Valid CITB scheme card e.g. CSCS card
- Valid HM forces military ID card
- Paper driving licence
- B79 prisoners notification of discharge letter

**Please note:** It is the responsibility of the sponsor and the candidate to complete the waiver form correctly. Test centre staffs have discretion to turn away any candidate who has not completed the waiver form correctly. The waiver form is retained at the test centre and is valid for one test or consecutive tests only. If the candidate re-sits the test, a further waiver form must be supplied. Waiver forms are checked on a random basis, which may include contacting your sponsor as part of the validation process. It is the candidates responsibility to ensure that their sponsor is available by telephone to corroborate the form.

Yours Sincerely,

CITB Customer Services Team.