

Appendix 2 – Acceptable forms of ID

ID Policy

A CITB candidate must provide one form of Primary ID containing a photograph and signature.

If they do not have the required form of Primary ID they may present two forms of Secondary ID. This must be one ID from List A and one ID from List B (two from List A or two from List B is not acceptable). One type of secondary ID should have a photo and one should have a signature.

You may NOT seat a candidate for a test if he or she does not have the appropriate forms of identification.

Please see an acceptable list of ID below:

PRIMARY ID <i>Present one of the following:</i>	
Passport	A valid passport of any nationality with a photograph of the candidate and their signature – must be no more than 6 months out of date.
Photo Card Driving Licence	A valid UK only driving licence with a photograph of the candidate and their signature – must be no more than 6 months out of date.
SECONDARY ID – one from List A and one from List B required <i>Both should be current and valid forms of ID.</i>	
List A	
Non UK Driving Licence	Showing a photograph and printed full name – must be no more than 6 months out of date.
Work ID Card	Showing a photograph and printed full name – must be no more than 6 months out of date.
EU Country ID Card	Showing a photograph and printed full name – must be no more than 6 months out of date.
CITB Scheme Card	Showing a photograph and printed initial and surname – must be no more than six months out of date. Acceptable CITB scheme cards include CSCS, CPCS, CISRS and CCDO.
Student ID Card	Showing a photograph and candidate initial and surname, as well as the year of study (e.g. 2012/2013) and name of the institution of study – must be no more than 6 months out of date.
Citizen Card	Showing a photograph and printed full name – must be no more than 6 months out of date.
Trade Union Card	A current card with a photograph of the candidate and their signature – must be no

	more than 6 months out of date.
British Armed Forces Card	Showing a photograph and for employee of Armed Forces only (not dependant or spouse) – must be no more than 6 months out of date.
Proof of Age Card	Cards issued nationally in the UK by the Portman Group. Showing a photograph of the candidate and their signature.
Young Scots Card	Showing a photograph, printed full name and DOB – must be no more than 6 months out of date.

List B <i>Present one of the following:</i>	
Credit Card	Showing the candidate's name (initial and surname is acceptable) and signature and bank logo.
Debit Card	Showing the candidate's name (initial and surname is acceptable) and signature and bank logo.
Paper Driving Licence	Showing the candidate's full name and signature.
UK Travel Document	Showing a photograph, full name and signature – must be no more than 6 months out of date.
Inland Revenue Card	Showing a photograph, printed initial and surname and signature of the candidate – must be no more than 6 months out of date.
National Insurance Card	Showing the candidate's full name. An official HMRC letter or addressed payslip with NI number can be accepted if the card has been lost /not issued.
B79 Notification of Discharge Letter	Showing the candidate's full name and signature.
Bank Statement	Within the last 3 months and including printed initial and surname and home address. This must match the address given at the time of booking.
Building Society Passbook	Showing the candidate's full name / initial and surname and address. This must match the address given at the time of booking.
Cheque Guarantee Card	Showing the candidate's full name / initial and surname and signature.
OTHER ID	
Waiver Form	With a countersigned photograph of the candidate and their signature – follow the guidelines on the waiver form about two additional ID requirements and instructions.
Under 16 Confirmation of Identification Form	With a countersigned photograph of the candidate from the school or college that they attend. Only to be used alongside the parental consent form, if the candidate is

	under the age of 16 and does not have required photographic identification.
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A waiver form should only be used if no other form of primary or secondary ID can be provided.

Acceptable forms of ID

All candidate identification must be valid (not expired) and must be an original document (not a photocopy or a fax).

Name-matching guidelines

The test administrator must check that the candidate's name on the ID(s) match the candidate's name on the ITC schedule. Use the Standard Name Matching Guidelines located on the Downloads page in VSS.

Often names do not match because a candidate has recently been married or divorced. Typically for the candidate to be admitted, the candidate must present a marriage licence or divorce decree to supplement the identification.

If a candidate claims to have changed his or her name recently but the change is not reflected in Admissions Manager, look up the candidate's record in Registration Manager to see if the name has been changed there. If the name matches in Registration Manager, continue admitting the candidate.

Capturing and verifying signature

It is a test requirement that the candidate's digital signature is obtained. If a signature cannot be taken for the candidate, they will not be allowed to test.

If you have questions about a candidate's signature and are not sure what to do, refer to the exam sponsor chapter for guidelines. If any issue or problem related to the candidate's signature arises, you need to file an Incident Report.