

Dear Candidate,

Re: **CITB eCourses Identification Waiver Form (“ID Waiver Form”)**

If you do not have the photographic identification (“ID”) documents as required for your CITB eCourse exam, please complete the ID Waiver Form overleaf. This ID Waiver Form is only to be used in exceptional circumstances where you cannot provide the required Primary ID needed to sit your exam. This waiver form may only be used for sitting an exam in a Pearson VUE test centre, it may not be used for an online examination.

You must nominate a person in a position of responsibility to whom you are known (your “sponsor”) to confirm your identity. You must choose your sponsor from the following list of acceptable sponsors:

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

Your sponsor must be independent from, and not connected with, the test centre at which you are taking the test.

The ID Waiver Form **must**:

- be printed on the original letterheaded paper; **or**
- be attached to an original compliment slip; **or**
- be stamped with the official stamp;

of your sponsor company/organisation.

Your sponsor must sign and date the ID Waiver Form and clearly state their position and title (e.g. Doctor, Magistrate).

You must provide a recent, passport sized, coloured photograph of yourself along with your ID Waiver Form. **You must sign the back of the photograph** in the presence of your sponsor. **Your sponsor must also sign the back of your photograph** as witness to your signature. Attach the photograph to the ID Waiver Form in such a way that test centre staff can check that the signatures are present.

Finally, please complete and sign the ID Waiver Form where indicated.

You must take the ID Waiver form with you to the test centre, where you will be asked to sign it again, in the presence of the test administrator.

In addition to the ID Waiver Form and the photograph referred to above, you **must also provide TWO additional valid forms of identification** from the list below:

- Utility bill (less than 3 months old)
- Bank statement (less than 3 months old)
- Credit or Debit card
- An official document, issued by a government agency or employer, showing National Insurance number and name (e.g. payslip, P60, HMRC letter)
- Form B79 (prisoners notification of discharge letter)
- ROTL (Release on Temporary Licence) signed by Governor
- Prisoner ID card – ONLY ACCEPTED WHEN PRESENTED ALONGSIDE ROTL
- Original (or certified copy from Registrar) birth/adoption certificate
- Building society passbook
- European National Identity card
- CitizenCard or other proof of age card showing the PASS hologram
- Young Scot Card showing the PASS hologram
- CSCS card or CSCS Partner card showing the CSCS Logo (Hologram)
- UK Armed Forces card or UK Armed Forces Veteran ID Card
- UK Paper Driving Licence (issued before 31 March 2000)

**All documents** presented as additional forms of identification must:

- be **originals** (no photocopies or digital copies)
- be **in date** (valid) at the time of being provided (not expired)
- **match the name** on the test booking

**Please note:**

You and your sponsor are responsible for correctly completing the ID Waiver Form. Test centre staff have the right to turn away any candidate who has not completed the ID Waiver Form correctly. Your ID Waiver Form will be retained at the test centre for a period of two years and is valid for one exam. If you re-sit an exam, you will need to either complete a further ID Waiver Form or, if you are able to do so by that stage, provide the photographic ID required as explained on the CITB eCourses website. For further information relating to the collection, processing and retention of your personal data please refer to CITB's Privacy Policy <https://www.citb.co.uk/utility-links/privacy-policy-cookies/> and the Pearson VUE Privacy and Cookies Policy <https://home.pearsonvue.com/Legal/Privacy-and-cookies-policy.aspx>.

We may need to contact your sponsor as part of our internal validation process. It is your responsibility to ensure that your sponsor is available by telephone to corroborate your ID Waiver Form.

Yours sincerely,

CITB eCourses Customer Services Team



Tick the two additional forms of ID being presented alongside this ID Waiver Form:

Recent utility bill (less than 3 months old)	
Bank statement (less than 3 months old)	
Credit or Debit card	
An official document, issued by a government agency or employer, showing NI number and name	
Form B79 (prisoners notification of discharge letter)	
ROTL (Release on Temporary Licence) signed by Governor	
Prisoner ID card - ONLY ACCEPTED WHEN PRESENTED ALONGSIDE ROTL	
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**Test centre completion**

Test centre to confirm the two forms of identification presented:

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

Candidate signature (in the presence of the test centre administrator)											
Signature of the test administrator											
Venue											
Date	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			/			/				
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Test centre staff are authorised to, and reserve the right to, verify and refuse this ID Waiver Form if they are not satisfied as to its authenticity or if the letterhead, compliment slip or official stamp of the sponsor company / organisation is not an original.

Photographs **must be** recent, passport size and in colour, with the candidate and the sponsor's signatures on the back.

This ID Waiver Form is only valid for single or consecutive tests and will be retained by the test centre for a period of two years. In the event that this ID Waiver Form is found to have been completed fraudulently and/or the sponsor cannot be traced, the result of any HS&E test taken on the basis of this ID Waiver Form shall be void and no card shall be issued to the candidate named on this ID Waiver Form unless and until evidence of ID for the candidate, satisfactory to CITB, is provided. For further information relating to the collection, processing and retention of your personal data please refer to CITB's Privacy Policy <https://www.citb.co.uk/utility-links/privacy-policy-cookies/> and the Pearson VUE Privacy and Cookies Policy <https://home.pearsonvue.com/Legal/Privacy-and-cookies-policy.aspx>.