

CITB Identification (ID) Requirements for HS&E Tests

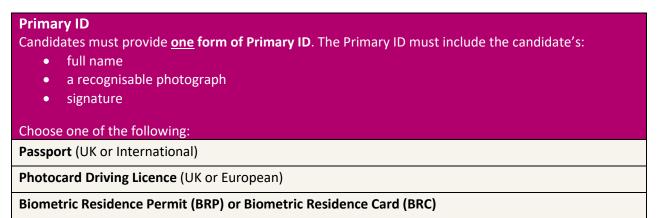
Important information:

All documents presented by the candidate as identification must:

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

*Candidates must provide additional evidence if their name has changed since the ID document was issued. This additional evidence must be original and show a clear link between the name shown on the candidate's ID and their current name, such as a marriage or civil partnership certificate, a decree absolute or decree nisi papers or a deed poll.

Candidates will not be admitted for a test if the required forms of ID are not provided and the test fee will not be reimbursed.



If candidates do not have the required form of Primary ID, they may present <u>two</u> forms of Secondary ID. This must include **one** from List A <u>and</u> **one** from List B.

Secondary ID Choose one from List A <u>and</u> one from List B		
List A Must be valid and include the candidate's name and a recognisable photograph	List B Must be valid and include the candidate's name and signature	
Non-UK/Non-EU Photocard Driving Licence	Credit Card	
Passport without signature	Debit Card	
European National Identity Card	UK Paper Driving Licence (issued before 31 March 2000)	
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 ID card		
UK Armed Forces Veteran ID Card		
UK Home Office Travel Document		



Biometric Residence Permit (BRP) or Biometric Residence Card (BRC) without a signature

Other ID

HS&E Test ID Waiver Form

- Only to be used in EXCEPTIONAL circumstances where the candidate cannot provide the required Primary or Secondary ID
- The HS&E Test ID Waiver Form must include a countersigned photograph of the candidate and their signature
- Further guidance can be found on the letter attached to the HS&E Test ID Waiver Form

Under 16 Confirmation of Identification Form

- Only to be used where the candidate is under 16 and cannot provide the required ID
- This form must be completed **together with the <u>parental consent form</u>** and be signed by someone in a position of responsibility at the school or college that the candidate attends
- Further guidance can be found on the letter attached to the Under 16 Confirmation of ID Form

Should you have any queries or concerns regarding ID requirements, please contact the Testing Customer Service team on 0344 994 4488.

Version Control

Version	Date	Change
V2	Jan-23	Added BRP and BRC without signature to Secondary ID List A
		Added links to ID Waiver Form, Under 16 ID Form and Parental
		Consent Form in 'Other ID' section