If you want to apply for an e+ PASS proof of age card but **do not have photographic proof** to show (e.g passport, photo driving licence) you can ask a verifier from the list below to confirm that the details supplied on the form match your details held on their official records.

Any of the following can act as your verifier to authenticate the details on this form:

- *Careers/Connexions Adviser – checking against Education Authority records*
- *Teacher/Tutor/Head of Year/Administrator - checking against Education Authority records*
- *Doctor/dentist/nurse/administrator – checking against NHS records*
- *Social worker – checking against Local Authority social services records (social work records in Scotland)*
- *Prison or probation officer –checking against prison/probation records*
- *Bank/Building Society Staff – checking against FSA compliant records*
- *Certified Solicitor/Accountant – checking against FSA compliant records*
- *Job Centre/DWP advisors – checking against DWP records*
- *Local authority staff –checking against Local Authority personnel records*

You need to fill the first section overleaf yourself and take it to your verifier with a clear, recent photo of yourself. (You could ask council staff for a colour printout of the e+ photo taken at registration for this rather than paying to have a photo printed)

Then, your verifier will need to complete all of the following:

- confirm your full name, home address & date of birth
- endorse (write that it is an accurate likeness of you), sign and date your photo,
- fill in the second section of the form below and
- mark it with an **official stamp** from their place of work.
- sign the verifier's declaration at the bottom

Once it has been received, a council officer will contact the verifier at their place of work to confirm that they did countersign the form.

The photo submitted with this form must:

- have the words 'this is an accurate likeness of (applicant's name)' on the reverse and be signed and dated on the back by the verifier
- be a recent, colour, focused image
- be a clearly recognisable full face head and shoulders image of the applicant
- show the applicant without headgear or dark glasses (except for medical or religious reasons)
- have no hair covering the eyes

The completed form with the verifier's official workplace stamp along with the signed, endorsed photograph may be taken back to a Bracknell Forest library, e+ leisure site or customer service centre or posted to:

Bracknell Forest Council
FREEPOST
RG3 585
Bracknell
Berks RG12 1ZP

For further information contact the e+ Smartcard Team
Email: info.smartcard@bracknell-forest.gov.uk   Tel: 01344 352000

Please complete the form overleaf:

Applicant Details (In block Capitals)

Full name:	
Current home address including postcode: **Contact Telephone number**	
Date of birth:	(DD/MM/YYYY)
Name of school : (if applicable)	

Applicant declaration:

- I understand that providing false information may be a criminal offence under the Fraud Act 2006 and that the e+ card scheme will not issue a PASS card unless all the requirements have been met.

Applicant signs here:………………………………………………… **Date** …… ……………………

Verifier Details (please fill the white column in block capitals and apply stamp)

Name :		Council to confirm,
Job Title:		Confirm
Name and address of workplace: (e.g school or company) **Apply official stamp**		Confirm Official Stamp applied
Workplace landline telephone number: (including area code)		Phone checklist
Tell us which records were checked (e.g. school records)		Confirm
Have you supplied the required photo with the endorsement, signature and date		Confirm

Verifier's Declaration:
- I confirm that I know the applicant, have checked that the details supplied above match official records held at my place of work and that the image supplied is an accurate current likeness of the applicant.
- I understand that providing false information may be a criminal offence under the Fraud Act 2006
- I consent to being contacted at work by telephone to confirm that I have completed this form and that all the details supplied are correct.

Verifier signs here:…………………………………………………….. **Date……………..**