



## Waiver Form Guidance

### **CITB eCourses Identification Waiver Form ("ID Waiver Form")**

If you do not have the photographic identification ("ID") documents as required for your CITB eCourses exam, please complete the ID Waiver Form overleaf. This Form is only to be used in exceptional circumstances where you cannot provide the required Primary or Secondary 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.

#### Waiver form checklist

Please make sure the ID Waiver Form meets all the criteria listed in steps 1–5 below, or you will not be allowed to test.

1. The form must be attached to an official email from your sponsor, a compliment slip or printed on company letter-headed paper.
2. The Statement of Sponsor sections must be signed and dated by your sponsor, stating their position and title.
3. Your photograph which has been signed by yourself, and your sponsor must be attached to the form.
4. Complete Candidate Details and sign the Waiver form in the presence of your sponsor.
5. You must present TWO additional valid forms of identification from the list below.

#### Important Information

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	Chairperson 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.
- not related to you by birth or marriage
- not be in a relationship with you
- not live at the same address as you

#### Step 1

The ID Waiver Form must:

- be attached to an official email, or
- be printed on the original letterheaded paper; **or**
- be attached to an original compliment slip.

**of your sponsor company/organisation.**

#### Step 2

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

#### Step 3

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.



## **Step 4**

Please complete and sign the ID Waiver Form where indicated in the Candidate details section.

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.

## **Step 5**

Finally, 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
- Citizen Card 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 test or consecutive tests only. If you re-sit a test, 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>.

If any fraudulent activity is suspected, CITB reserves the right to revoke your test. Industry cards received from any card scheme providers, which were obtained relying on the results of the CITB test, may be at risk of cancellation. This is to maintain the reliability and integrity of the product.

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 verify your ID Waiver Form.



