

Birth or Adoption Certificate Form

Your details

Customer Reference Number

Full name

Date of birth

Day Month Year

 / /

About this form

You need to complete this form if you're applying for a Postgraduate Master's Loan **but** you can't provide details from a valid UK passport.

How to complete this form

You complete Section 1.

You need to have **someone else complete** Section 2 to confirm the information you've provided. Read the information in the box below to find out who can complete Section 2 for you.

You complete Section 3 to confirm you've completed the form and included all the supporting documents we need.

Return your fully completed form with your **original** birth or adoption certificate. Don't send us a photocopy - we can't accept it unless it's the original.

If your name has changed from the one stated on your birth or adoption certificate you also need to send us one of the following:

- your change of name deed; or
- your marriage certificate or civil partnership documentation; or
- your divorce certificate or dissolution order.

Who can complete Section 2 for you?

Section 2 of this form must be completed by someone who:

- is a working professional, for example; a teacher, civil servant or police officer; **and**
- has known you for at least two years; **and**
- lives in the UK; **and**
- holds a valid British passport.

They must not:

- live at the same address as you; **or**
- be related to you by birth or marriage/civil partnership; **or**
- be your partner.

If you're not sure if you know someone who meets the above criteria and want to discuss your options call us on **0300 100 0494**.



Section 1 To be completed by the student

1.1 Your details

Date of Birth

Day Month Year
 / /

Place of birth as stated on your birth or adoption certificate

1.2 What are you sending?

- My original birth certificate
 My original adoption certificate

1.3 Give the reference number on your certificate.

Now read, sign and date the declaration below.

Student's declaration

- I enclose my original UK birth or adoption certificate as confirmation of my identity.

Your signature (in ink)

X

Today's date

Day Month Year
 / /



Now pass this form to someone who meets the criteria on page 1 to confirm your identity.

Section 2 To be completed by the person confirming the student's identity

Information for the person confirming the student's identity

Read 'Who can complete Section 2 of this form for you?' on page 1 and make sure you meet the criteria – if you don't you shouldn't complete Section 2 of this form.

If you do meet the criteria - complete the rest of this form and remember to read, sign and date the declaration on the next page.

The information that you provide on this form will be used to confirm the applicant's identity and to determine whether they are potentially eligible for student finance.

Who will use this information?

The Welsh Government has transferred certain functions relating to student finance to the Student Loans Company (SLC).

The SLC will be the data controller for the information you provide on this form. The Welsh Government is also the data controller for this information as it is responsible for it by law. However, if you would like to see your information please contact the SLC.

The SLC may contact you, your employer or Her Majesty's Passport Office to verify the information you provide on this form. The SLC will need to keep your information in order to audit their assessment of the student's eligibility for student finance.

By law the SLC must protect the public funds they handle and may use the information that you provide to prevent and detect fraud. They may also share this information for the same purposes with other government departments who handle public funds.

2.1 Your details

Title

Forename(s)

Surname/family name

Section 2 To be completed by the person confirming the student's identity

2.2 Your employment information

Occupation

Your passport number

Name of employer/company

Work address

Postcode

Work telephone number

2.3 How long have you known the student named in Section 1?

year(s)

Declaration

You need to read the following information, then sign and date below.

By completing this declaration I confirm that:

- I do not live at the same address as the student;
- I have known the student for at least 2 years;
- I hold a British passport;
- I am not related to the student by birth, marriage or civil partnership;
- I am not in a personal relationship with the student (for example, they are not my partner);
- the student named in Section 1 of this form is the same person as the one named on the attached UK birth or adoption certificate; and
- to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand the student may have their financial support withdrawn and I could be prosecuted.

Your signature (in ink)

Day

Month

Year



Now pass this form back to the student.

Section 3 To be completed by the student

Returning your form and original documents

3.1 Have you checked all the information you've given in Section 1 is correct?

No - Make sure you've completed all the questions and signed and dated your declaration. We can't accept your form if any information is missing.

Yes

3.2 Does the person confirming your information meet the acceptable criteria on page 1 and have they fully completed all questions and signed and dated their declaration?

No - Make sure they've completed all the questions and signed and dated their declaration. We can't accept your form if any information is missing or the person verifying your information doesn't meet the criteria on page 1.

Yes

3.3 Have you attached your **original** birth or adoption certificate?

No - If your document is missing or you send a photocopy we won't be able to accept it as proof of your identity.

Yes - You're ready to return your form. Send it to the following address:

**Student Finance Wales
PO Box 211
Llandudno Junction
LL30 9FU**

Remember to pay the correct postage and ask for proof of postage.

Examples of acceptable countersignatures

Please note, the person who countersigns your form must:

- be a person of good standing in the community,
- have known you for more than 2 years,
- not be related to you (by birth or marriage), in a relationship with you or live at your address,
- live in the UK, and
- hold a valid UK passport.

These are common examples of people you might know who can countersign your form:

- Accountant
- Bank or Building Society Official
- Chairman/Director of a limited company
- Civil servant (permanent)
- Dentist
- Director/Manager of a VAT-registered company
- Engineer (with professional qualification)
- Fire service official
- Manager/Personnel officer of a limited company
- Medical Doctor (must know applicant personally)
- Minister of a recognised religion
- Nurse (RGN and RMN or holder of a BA, BSc or Diploma in Nursing)
- Officer of the Armed Services (active or retired)
- Optician
- Pharmacist
- Police Officer
- Post Office official
- President/Secretary of a recognised organisation
- Social Worker
- Solicitor
- Teacher/Lecturer
- Vet

There are also lots of other professional people that could sign your form, for example:

- Architect
- Articled clerk of a limited company
- Barrister
- Chemist
- Chiropodist
- Christian Science practitioner
- Director/Manager of a VAT-registered charity
- Driving Instructor (approved)
- Funeral Director
- Journalist
- Justice of the Peace
- Local government officer
- Member of Parliament
- Merchant Navy officer
- Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- Paramedic
- Photographer (professional)
- Personal License holder (formally known as a licensee of a public house only)
- Prison/Probation Officer
- Salvation Army Officer
- Surveyor
- Trade union officer
- Travel Agent (qualified)
- Warrant officers and Chief Petty Officers

If, after reading this information, you're still not sure if the person you found to countersign your form meets the criteria at the top of the page, call us on 0300 100 0494.