

This form must be printed on an original company or organisation's letterhead, or have an original company or organisation's compliment slip attached, or be stamped with an official company or organisation stamp, which includes the name, date and address of the sponsor. Photocopies of letterheads, compliment slips or photographs are not acceptable.

CITB Identification Waiver form

Only to be used in **EXCEPTIONAL** circumstances where the candidate does not have any form of photographic identification.

Statement of the Sponsor

I confirm that the person identified below is not in possession of a passport, driving licence or similar photographic document that is required as proof of identity in order to sit the Site Safety Plus course. This form can be used for a single course only.

I hereby confirm that the photograph, personal details and signature below are accurate and authentic. In presenting this form as an alternative to identification documents, I also confirm that I/we will not hold CITB responsible for any consequences should any of the details shown be found to be incorrect or false.

Full Name of Sponsor

Signature of Sponsor Position

Contact Telephone number (for validation only) Date

Candidate details

Forename

Surname

Home Address

Date of Birth - -
D D M M Y Y Y Y

Postcode

Course

CITB registration number (if known)

Candidate's signature (in the presence of the sponsor)

Attach Photo here

Training provider completion

Training provider to confirm the two forms of identification presented:

1: _____

2: _____

Candidate's signature (in the presence of the trainer)

Signature of Trainer

Venue

Date -
DD MM YYYY

Training provider staff are authorised to and reserve the right to verify or refuse this document if they are not satisfied as to its authenticity or if the letterhead is a photocopy. Photos must be recent, passport size and colour, with the candidate's signature on the back.

This waiver form is valid for a single course and will be retained by the training provider in line with the requirements as set out by CITB.

Site Safety Plus
CITB

Bircham Newton
Kings Lynn
PE31 6RH

sitecourses@citb.co.uk

or

03449944020

Dear Delegate,

Identification waiver form - Valid from XX/XX/2018

Guidance Notes:

You have recently booked a Site Safety Plus course. As you have confirmed that you do not possess the photographic identification required, please see overleaf the CITB waiver form for you to complete and offer as identification when attending the course.

You must nominate a person in a position of responsibility to whom you are known (your sponsor), from the following list of acceptable sponsors:

doctor	probation officer	job centre employee
magistrate	fire service officer	teacher / lecturer
solicitor	officer of armed services	trade union officer
police officer	chairman / director of ltd company	support worker

Your sponsor must be independent from and not connected with the training provider at which you are taking your course. The waiver form must be copied onto the original headed notepaper of your sponsor, or with an original compliment slip or an official stamp (photocopies are not acceptable). Your sponsor must sign and date the waiver form, and state clearly their position and title (doctor, magistrate etc.).

Sign on the back of a recent, colour passport sized photograph of yourself, in the presence of your sponsor, who must also sign the photograph as witness to your signature. Attach the photograph to the waiver form in such a way that training provider staff can check that the signatures are present. Complete the form and sign where indicated.

Take the form with you to the training provider where you will be asked to sign the form again, in the presence of the trainer.

In addition to the waiver form, candidates must also present **TWO** additional valid forms of identification at the training centre prior to taking a course, from the list below:

- recent utility bill (less than 3 months old)
- bank statement (less than 3 months old)
- credit/debit card
- building society passbook
- national insurance card / addressed pay slip or official HMRC letter including NI number
- Inland Revenue card
- paper driving licence
- B79 prisoners notification of discharge letter
- Young scots card

Please note: It is the responsibility of the sponsor and the candidate to complete the waiver form correctly. Training provider staff has discretion to turn away any candidate who has not completed the waiver form correctly. The waiver form is valid for one course only. It is the candidate's responsibility to ensure that their sponsor is available by telephone to corroborate the form.

Yours sincerely,

CITB Customer Service Team