

Dear Candidate,

Re: Health Safety & Environment (HS&E) Test Under 16 Confirmation of Identification Form (“Under 16 ID Form”)

CITB fully understands that candidates under the age of 16 may not have the required form of photographic identification (“ID”) as required in CITB’s HS&E Test ID Policy. In these circumstances, please complete the HS&E Test Under 16 ID 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 test. You will also need to complete the Parental Consent Form.

You must nominate a person in a position of responsibility to whom you are known (your “sponsor”) to confirm your identity. Your sponsor must work at the school or college which you attend (e.g. Head of Year, teacher, etc.).

Your sponsor must be independent from, and not connected with, the test centre at which you are taking the test.

The Under 16 ID Form **must**:

- be printed on the original letterheaded paper; **or**
- be attached to an original compliment slip; **or** ○
- be stamped with the official stamp;

of your sponsor school/college.

Your sponsor must sign and date the Under 16 ID Form and clearly state their position and title (e.g. Head Teacher, Head of Year, etc.).

You must provide a recent, passport sized, coloured photograph of yourself along with your Under 16 ID 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 Under 16 ID Form in such a way that test centre staff can check that the signatures are present.

Finally, please complete and sign the Under 16 ID Form where indicated.

You must take the Under 16 ID Form with you to the test centre, where you will be asked to sign it again, in the presence of the test administrator.

In addition to the Under 16 ID Form, you must also present a completed **Parental Consent Form** on arrival at the test centre.

Please note:

You and your sponsor are responsible for correctly completing the Under 16 ID Form. Test centre staff have the right to turn away any candidate who has not completed the form correctly. Your Under 16 ID 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 Under 16 ID Form or, if you are able to do so by that stage, provide the photographic ID required in CITB’s HS&E Test ID Policy. 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 Privacy and Cookies Policy <https://home.pearsonvue.com/Legal/Privacy-and-cookies-policy.aspx>.

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 corroborate your Under 16 ID Form.

Yours sincerely,

CITB Customer Services Team

Test centre completion

Test centre to confirm the two forms of identification presented:

1. _____

2. _____

Candidate signature (in the presence of the test administrator)										
Signature of the test administrator										
Venue										
Date			/			/				

Test centre staff are authorised to, and reserve the right to, verify and refuse this Under 16 ID Form if they are not satisfied as to its authenticity or if the letterhead, compliment slip or official stamp of the sponsor school / college is not an original.

Photographs **must be** recent, passport size and in colour, with the candidate and the sponsor's signatures on the back.

This Under 16 ID Form is only valid for single or consecutive tests and will be retained by the test centre for a period of two years. In the event that this Under 16 ID Form is found to have been completed fraudulently and/or the sponsor cannot be traced, the result of any HS&E test taken on the basis of this Under 16 ID Form shall be void and no card shall be issued to the candidate named on this Under 16 ID Form unless and until evidence of ID for the candidate, satisfactory to CITB, is provided. 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 Privacy and Cookies Policy <https://home.pearsonvue.com/Legal/Privacy-and-cookies-policy.aspx>.