

## Candidate Identification Form

Candidates should complete Parts 1 and 2 of this form, attach the signed photograph as instructed and send to your training provider or examination centre. **Approved CPC Centres** should either **post** a photocopy of the form and photo to **CPC, Skills and Education Group Awards, Robins Wood House, Robins Wood Road, Aspley, Nottingham, NG8 3NH** or email a scan of the form and photo to the CPC Team at Skills and Education Group Awards: [cpc@skillsedugroup.co.uk](mailto:cpc@skillsedugroup.co.uk)

**Candidates should NOT send this form directly to Skills and Education Group Awards.**

<b>SEG Awards Centre Name</b>	
<b>SEG Awards Centre ID</b>	

### Part 1 – To be completed by the candidate or centre

Date of birth (dd/mm/yyyy)	
Title	
First Name	
Surname	
Address	
Town/City of Birth:	
Country of Birth:	
<b>SEG Awards Registration ID</b>	

**Part 2 (declaration by the candidate)**

I confirm that the photograph affixed here is a true likeness of myself and that I am the person referred to in this document

Signature:

Date:

**Please note:** all candidates, whether or not they hold a photo driving licence or passport, must affix a photograph, signed in this way.

Affix photo here by pin, staple or paperclip.  
**Do not use glue.**

The reverse of the photograph must be signed by the person signing the declaration in part 3

**Part 3**

If the candidate has a passport or photo driving licence, part 3 must be completed by a member of centre staff.

**Note:** If the candidate does not have a passport or photo driving licence, part 3 must be completed by a JP, Police Officer, Minister of the church, Family Doctor, Senior Public Person or Professional Person who knows the candidate.

**Part 3 - for centre staff**

A member of the centre staff, who must see either the candidate's passport or photo driving licence, must:

- enter the number of the candidate's passport or driving
- licence sign the back of the candidate's photograph complete
- and sign the fields below

Passport/photo driving licence number (*delete as appropriate*):

I declare that the photograph signed by me and affixed on page 1 is a true likeness of the person described in part 1.

<b>Signature</b>	
<b>Name (In block letters)</b>	<b>Address:</b>
<b>Status:</b>	

### Part 3 - for professional persons

A JP, Police Officer, Minister of the Church, Family Doctor, Senior Public Person or Professional Person, who knows the candidate, must:

- state the number of years they have known the
- candidate sign the back of the candidate's photograph
- complete and sign the fields below

Number of years I have known the candidate:

I declare that the photograph signed by me and affixed on page 1 is a true likeness of the person described in part 1.

<b>Signature:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>
<b>Name (In block letters)</b>	<b>Address:</b>
<input type="text"/>	<input type="text"/>
<b>Status:</b>	<input type="text"/>

N.B Centres **must** keep the original copy of this form at the centre.

You **must** also:

Return a photocopy of this form to the address below

**OR**

Send a scanned copy to [cpc@skillsedugroup.co.uk](mailto:cpc@skillsedugroup.co.uk)

You need only complete **one copy of this form per candidate**.

You **no longer** need to submit a new photocopy or scan for every session in which the candidate sits an examination – each candidate's form only needs to be submitted once.

However, you must visually check the candidate's identity against the form you have on file every time they sit an examination.