

Advanced Learner Loan

Birth or Adoption Certificate form

About this form

If you're applying for an Advanced Learner Loan and can't give us details from a valid UK passport, you must send us your original UK Birth or Adoption certificate. You must fully complete this form and send it with your original document. It'll help us confirm your identity and return your original document to you safely.

This form is split into 3 parts;

Part 1 - must be completed by the learner.

Part 2 - must be completed by a person of good standing in the community, whose identity can be verified.

Part 3 - notes to help you identify the right person to complete part 2.

Part 1 - Learner's details

Customer Reference Number

Forename(s)

Surname

Date of birth

Course name

Place of birth (the name of the town or village)

Birth certificate reference number (if applicable)

Adoption certificate reference number (if applicable)

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Learner's declaration

I enclose my original UK Birth or Adoption certificate as confirmation of my identity.

Learner signature

X

Date

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Part 2 - Countersignature details

We may contact you, your employer and/or Her Majesty's Passport Office (HMPO) to confirm any information you give us on this form.

Title

Forename(s)

Surname

Occupation

Passport Number

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Part 2 - Countersignature details continued

Contact Details

Work address

Postcode

Work phone number (must be a landline)

Length of time you've known the learner named in Part 1.

 Years

Who will use this information

The Secretary of State for Business, Innovation and Skills 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. Business, Innovation and Skills 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 information that you provide on this form will be used to process the learner's application for student finance, in particular to confirm the applicant's

identity and therefore, whether they are potentially eligible for student finance. 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 learner'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.

Countersignature Declaration

I declare that:

- I have known the learner for at least 2 years;
- I'm not related to the learner by birth or marriage;
- I'm not in a personal relationship with the learner;
- I don't live at the same address as the learner;
- I hold a current British or Irish passport, and
- I'm currently living in the UK.

I confirm that I believe the learner is the person named on the UK Birth or Adoption certificate enclosed with this form and that he/she is known to me as the person named on this form.

X

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Return your completed form to:

Advanced Learner Loans, PO Box 302, Darlington, DL1 9NQ



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Part 3 - Notes to help you complete your Birth or Adoption Certificate Form

The person who completes Part 2 of the Birth or Adoption Certificate Form must:

- be a person of good standing in the community;
- have known you at least 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 British or Irish passport.

Unless specified they must be a professional who is working, and hasn't retired, for example;

- 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

Other examples include;

- 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

What do I do if I still don't know who should complete Part 2 of my form?

If, after reading this information, you're still not sure if the person you've found to countersign your form meets the criteria at the top of the page, call us on 0300 100 0619.