

## Verification of Candidate Identity

### Verification of Candidate identity

This form should be used when a candidate, intending or actual, is unable to produce satisfactory proof of identity in accordance with the IELTS regulations.

### Instructions for Centre Administrator

On completion, Part A must be retained by the candidate. Parts B and C should be retained by the Centre for at least two years after the date of the examination for which entry has been, or is intended to be, made and thereafter for as long as may be considered locally necessary. Parts B and C, with original photographs attached, must be made available to Cambridge ESOL on request.

Completion of the form can be undertaken at any time before the test day. However, it is advised that all matters concerning proof of identity are resolved before the date of the examination.

The document, with all sections completed, dated and signed and with photographs attached, should provide sufficient proof of identity to the IELTS Administrator.

### Instructions to be given to Candidate

- 1 Obtain two recent passport type photographs of yourself (not more than six months old) and attach them in the spaces provided overleaf
- 2 Complete the form in the presence of a person of authority and ask him or her to complete Part C. This could be your School Principal, your Doctor, a Police Officer, a Church representative, your employer or any responsible adult who is not a relative, but has known you for at least six months.
- 3 You may show the above person the complete document as reassurance of its authenticity
- 4 You should then present the completed document to the Centre where you are making your examination(s) entry application. Part A will be returned to you and you must keep it safe, in order to present it when you arrive for the examination. If you cannot produce it, you may not be allowed to take the examination.

***All sections of the form must be completed and photographs attached before the document can be considered valid.***



## Verification of Candidate Identity

Parts A and B are to be completed by the candidate, Part C is to be completed by an independent witness.

**Bring this form to the test with your ID or you will not be admitted to the test.**

**Part A:** For completion by the candidate and approval by the test centre, this part **MUST** be brought on test day to provide proof of identity.

Name (in block capitals) .....

Candidate Number .....

Present address .....

Post code .....

Signature .....

Date .....

Copy below these words in the presence of the witness:

'This is a specimen of my normal handwriting'

.....  
.....  
.....

Attach  
photograph  
here.

The photograph must  
not be more than six  
months old.



**Part B:** To be completed by the candidate, remain attached to Part C and retained by the IELTS Administrator.

Name (in block capitals) .....

Candidate Number .....

Present address .....

Post code .....

Signature .....

Date .....

Copy below these words in the presence of the witness:

'This is a specimen of my normal handwriting'.

.....  
.....  
.....

Attach  
photograph  
here.

The photograph must  
not be more than six  
months old.

**Part C:** To be completed by the person who has witnessed completion of the above.

The bearer of this document is a candidate for IELTS who is unable to produce formal means of identification in accordance with IELTS regulations. The Examining Board and the Centre of entry will accept this document as proof of candidate identity if fully completed in the presence of an independent witness. The witness is asked to complete this section and also to sign partially across both of the photographs attached above in endorsement of the candidate's true identity.

Signature .....

Date .....

Name (in block capitals) .....

Status (in relation to candidate) .....

Official (not private) address .....

.....  
.....