



## Candidate Identification form

Candidates must provide suitable ID for taking an exam. Check with your candidates when they register to take an exam, and if a candidate aged 17 years or younger does not own suitable ID, they can use this form instead.

**Explain that they must complete and submit it to the centre in advance of the exam and bring Part A with them on the exam day, or they will be refused entry to the exam and will not be entitled to a refund.**

On completion:

- **Part A** must be retained by the candidate.
- **Parts B and C** should be retained by the centre of entry for six months after the exam date.
- **Parts B and C, with original photographs attached**, must be made available to Cambridge English Language Assessment on request.

The document, with all sections completed, dated and signed and with photographs attached, should provide sufficient proof of identity to the Supervisor on the exam day.

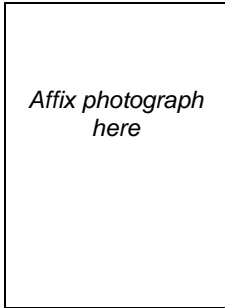
**Explain the following instructions to the candidate:**

- 1 *Obtain two recent passport-type photographs of yourself and attach them in the spaces provided.*
- 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 some time.*
- 3 *You may show the above person the complete document to reassure them of its purpose.*
- 4 *You should then present the completed document to the centre where you are registering for the exam. **Part A will be returned to you and you must keep it safe and must bring it to all sections of the exam. If you cannot produce it on the exam day, you will not be allowed to take the exam.***

**All sections must be completed and photographs attached before the document is considered valid.**

**Parts A and B are to be completed by the candidate**

**Part A:** to be detached from the **completed** form by the Centre Exams Manager and returned to the candidate

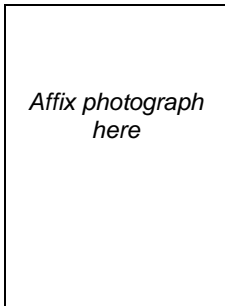


Name in Block Capitals .....  
Exam Name .....  
Candidate number (once allocated).....  
Address .....  
..... Post code .....  
Signature..... Date.....

Copy below these words in the presence of the witness: 'This is a specimen of my normal handwriting'.

.....  
-----

**Part B:** to remain attached to Part C and be retained by the Centre Exams Manager.



Name in Block Capitals .....  
Exam Name .....  
Candidate number (once allocated).....  
Present Address .....  
..... Post code .....  
Signature..... Date.....

Copy below these words in the presence of the witness: 'This is a specimen of my normal handwriting'.

.....  
-----

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

*The bearer of this document is a candidate for Cambridge English exams who is aged 17 years or under and is unable to produce formal means of identification in accordance with Cambridge English Language Assessment regulations. The Exam 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 said person is asked to complete this section and also to sign partially across both of the photographs affixed above in endorsement of the candidate's true identity.*

Signature ..... Date .....

Name in Block Capitals .....

Relationship to Candidate .....

Official (not private) Address .....

..... Post Code .....