

# CANDIDATE IDENTIFICATION FORM

You can complete all the blue sections on-screen and then complete the green sections by pen on a printed copy. Alternatively you can just print the entire form and complete the printed copy manually. You should then attach the signed photograph to the form and either post a photocopy of the form and photo or email a scan of the form and photo to OCR at [cpc.entries@ocr.org.uk](mailto:cpc.entries@ocr.org.uk)

**Centre number:**

**OCR Candidate number:**

**Town/city of birth:**

**Country of birth:**

## ***Part 1 (to be completed by the candidate or centre)***

**Date of birth:**

**Address:**

**Title:**

**Surname:**

**First name:**

## ***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.

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.*

**Signature:**

**Date:**

**Name (In block letters)**

**Address:**

**Status:**

#### 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.*

**Signature:**

**Date:**

**Name (In block letters)**

**Address:**

**Status:**

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.entries@ocr.org.uk](mailto:cpc.entries@ocr.org.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.

Postal address:

**Key Skills Team  
OCR  
Progress House  
Westwood Way  
Coventry  
CV4 8JQ**