

## What is the Blackpool Council Proof of Age Card?

The Blackpool Council Proof of Age card contains photo ID and is accredited with the PASS logo. It is widely accepted in venues and retail outlets throughout Blackpool, and is available to all those aged between 16 and 25.

### INSTRUCTIONS:

To get a Proof of Age card, fill in the application form overleaf. Your application must also be authorised by a Verifier. A Verifier must be over 25, contactable at their place of work (mobile numbers not accepted), and must not be a relative or carer. They cannot be retired, self-employed or work from home. A Verifier can be anyone from the following list (A full list of Verifiers can be obtained from Blackpool Trading Standards or at [www.blackpool.gov.uk/proofofagecard](http://www.blackpool.gov.uk/proofofagecard)):

Accountant	Legal Secretary
Armed Forces Officer	Local Government Officer
Barrister	Member of Parliament
Company Director	Nurse
Chemist	Optician
Civil Servant	Police Officer
Councillor	Social Worker
Dentist	Teacher/Lecturer

**APPLICATIONS MUST BE MADE IN PERSON TO BLACKPOOL COUNCIL, CUSTOMER FIRST, MUNICIPAL BUILDINGS, CORPORATION STREET, BLACKPOOL**  
Mon - Thurs 09.00 to 16.30 / Fri 09.00 to 16.00

**OR Blackpool Council, Enforcement & Quality Standards Reception, Progress House, Clifton Road, Blackpool**  
Mon - Thurs 09.00 to 17.00 / Fri 09.00 to 16.30

You can apply for a Proof of Age card in one of two ways:  
Route 1 or Route 2

## 1. Route 1 - For applicants with an original form of ID

You must show the Verifier one of the following PHOTOGRAPHIC forms of ID:  
- Passport - Photo driving license  
- National ID card - PASS accredited card

Alternatively, if the Verifier knows you personally you can show them:  
- NHS card  
- Original or certified copy of a birth certificate

Take this form, along with your original ID, a photocopy of that ID and a photograph to your Verifier. The Verifier must then complete the VERIFIER DECLARATION, countersign the photo and the photocopied ID.

### NOTES FOR VERIFIER

1. Ensure you are eligible to act as a Verifier.
2. Complete VERIFIER DECLARATION in full.
3. Check the details on the applicant's original ID, which must be one of those listed above. If you know the applicant personally, you may accept an NHS card or birth certificate (original or certified copy).
4. Check the photo is a true likeness of the applicant.
5. Write on the reverse of the photo "I certify that this is a true likeness of [name]". Add your signature and the date.
6. Blackpool Council will then phone you to verify the above (Mobile number NOT acceptable, landline only).

## 2. Route 2 - For applicants without an original form of ID

Take this form to a person aged 25 or older, in work and contactable at their place of work (mobile numbers not accepted). They must not be a relative, guardian or carer and cannot be retired, self-employed or work from home. One of the following is acceptable:

- Your teacher/tutor/head of year/administrator at your school/college/university.
- Your doctor/dentist/social worker/accountant.
- A bank/building society staff member at your branch.
- Your connexions/careers advisor; your prison/probation Officer.
- Your job centre/DWP advisor.

Take this form to a Verifier who will complete the Verifier declaration and countersign your photo. They will also check that your name, address and date of birth match the official records held at their office/organisation.

### NOTES FOR VERIFIER

1. Ensure you are eligible to act as a Verifier.
2. Complete the VERIFIER DECLARATION in full.
3. Check that the details provided by the applicant, i.e. date of birth, address etc match official records.
4. Check the photo is a true likeness of the applicant.
5. Write on the reverse of the photograph "I certify that this is a true likeness of [name]". Add your signature and the date.
6. Blackpool Council will then phone you to verify the above.

## Checklist: Applicant (please tick all boxes)

- Complete all parts of the application in full, signed and dated where required. The form is invalid if any section is left incomplete.
- Supply a colour photo. Do not wear headgear or sunglasses. Your face must be completely visible. Do not smile, laugh or grimace. The photo must be countersigned by the Verifier.
- For applicants with original ID, enclose the copy of your ID making sure the Verifier has countersigned it first.

## Terms & Conditions: Applicant

- The card remains the property of Blackpool Council's Trading Standards Section. The card is not transferable and use by any person other than the named cardholder may result in it being withdrawn.
- If an application is incomplete or inaccurate, the application will not be processed until further information is obtained. Refunds are not given under any circumstances.
- Cards will not be issued before the applicant's 16th birthday or after the applicant reaches their 25th birthday.
- The cardholder is responsible for ensuring that the card is not misused, lent, transferred or stolen.
- The information provided by the card applicant will be stored electronically by Blackpool Trading Standards service for the life of the card (7 years maximum) and will be used for no other purpose.
- Any person or verifier who attempts to make a fraudulent application may be liable for criminal proceedings.
- Blackpool Council reserves the right not to issue a card if any uncertainty arises regarding an application.
- When your card has been produced, we will attempt to contact you once on the telephone number provided and then send your card to the address you supplied on the form. Receipt of your card by you will be presumed after posting.

# Proof of age Card Application Form



# Blackpool Council

Operated by Blackpool Council Trading Standards in association with:



For further information, contact Trading Standards on 01253 478375 or visit [www.blackpool.gov.uk/proofofagecard](http://www.blackpool.gov.uk/proofofagecard)

Data Registration No. Z5720508 [Data Protection]

## PLEASE READ NOTES OVERLEAF

**Applicant Declaration – use CAPITAL LETTERS** (all sections must be completed in full) (Applications must be made personally to Blackpool Council, Customer First, Municipal Buildings, Corporation Street, Blackpool, Mon - Thurs 09.00 to 16.30 / Fri 09.00 to 16.00 OR Blackpool Council, Enforcement & Quality Standards Reception, Progress House, Clifton Road, Blackpool, Mon - Thurs 09.00 to 17.00 / Fri 09.00 to 16.30)

### PLEASE BRING THIS FORM, TOGETHER WITH YOUR PHOTOGRAPH AND VERIFIED IDENTIFICATION

Applications at Customer First - The photograph you bring with you to support your application will be scanned by us and used on your card. We reserve the right to reject an application if the picture supplied by the applicant does not meet with our criteria (please see Checklist: Applicant)  
Applications at Enforcement & Quality Standards Reception - We will also need to take a photo of you when you apply for your card to add onto our database, we cannot scan the picture you need to provide to support your application.

Title ..... First Name ..... Middle Initial(s) .....  Male  Female (Tick box)  
Surname ..... Date of Birth ..... / ..... / ..... Age ..... (Must be under 25)  
House No./Name ..... Street .....  
Area ..... Town / City .....  
County ..... Post Code .....  
Home Tel. No. (inc code) ..... Mobile .....  
Email address .....

- I acknowledge that providing false information is a criminal offence (Fraud Act 2006). I understand that Blackpool Council will not issue a card unless all the requirements for card issue have been met.
- I understand that payment covers the cost of processing this application. I acknowledge that the card remains the property of Blackpool Council and that the card may not be lent to, or used by anyone other than myself.
- I enclose a colour photo which has been signed by my Verifier and is included with this application (please see notes overleaf (Applicants checklist) for minimum photo requirements).
- I attach a copy of original ID signed by the Verifier (must be provided by applicants with original form of ID, Route 1 Applications only).
- I understand that an incomplete application form cannot be processed.
- I consent to the Verifier (names below) confirming my personal details when contacted by Blackpool Council.

**Applicant Signature** ..... **Date** .....

### Verifier Declaration - minimum age 25 and must fulfil the criteria stated overleaf (See INSTRUCTIONS and NOTES FOR VERIFIER)

Title ..... First Name ..... Surname .....  
Job Title ..... Name of Organisation .....  
Professional registration no. / reference if applicable .....  
Work Address .....  
Work Tel. No. (Mobile No not acceptable – landline only) ..... Ext .....  
Work email Address .....

**Official Stamp  
(if applicable)**

#### Route 1 - For applicants with original ID (see 1 overleaf)

- The applicant is known to me personally OR  The applicant is not known to me personally and I have written on a copy of their original ID "I certify that I have seen the original of this copy and that it matches the name and date of birth on this application form" adding my name, signature and date underneath.
- I have written on the reverse of the photograph "I certify that this is a true likeness of...(name)" adding my signature and the date.
- I understand that providing false information is a criminal offence (Fraud Act 2006). I consent to being contacted to confirm the information supplied and I acknowledge that the applicant has consented to me confirming their personal details.

**By signing below I am confirming that I have read and understood the above requirements:**

**Verifier Signature** ..... **Date** .....

#### Route 2 -For applicants without original ID (see 2 overleaf)

- I certify that the applicant's full name, their date of birth, their age, their gender and their home address as declared above on this application form match the official records held at this office/organisation.
- I certify that the applicant is the person pertaining to our records.
- I have written on the reverse of the photograph "I certify that this is a true likeness of...(name)" adding their name, signature and date.
- I understand that providing false information is a criminal offence (Fraud Act 2006). I consent to being contacted to confirm the information supplied and I acknowledge that the applicant has consented to me confirming their personal details.

### Proof of Age Card Fee

- The Blackpool Council Proof of Age Cards cost £10. This fee covers either new or replacement cards. Cards cannot be processed without payment. Payments at Customer First - Payment can be made in cash or debit/credit card. Payments at Enforcement & Quality Standards - Payment must be made in CASH only. Refunds are not given under any circumstances.
- Please allow up to 28 days for your application to be processed.

**Application valid only if all relevant sections are signed and boxes are ticked**