



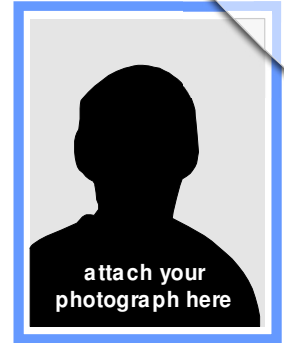
National Entitlement Card Photo Form



Complete your personal details, including a contact number in case of queries. Return with your proofs (if needed) to Customer Services, Dundee House, 50 North Lindsay Street or your Local Library.

Or you can email this form to dundee.nec@dundeecity.gov.uk . If you need any help, please contact Customer Services on 01382 433267.

First Name	<input type="text"/>	Surname	<input type="text"/>
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Card Number	<input type="text"/>
Contact Number	<input type="text"/>		
Email Address	<input type="text"/>		



Please write your name on the back of the photo, attach it securely to the form (no staples, please).

CAUTION: Making a false declaration whether you are the applicant or the referee is a criminal offence for which you may be fined or imprisoned.

Referee's Declaration, only fill in if you don't have proof of your identity or if the new photo you are providing does not look like the one on your current card.

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	or Other title	<input type="text"/>
Name	<input type="text"/>					
Profession, professional qualifications or position in the community	<input type="text"/>					
Your employer's name and the address you work at (or your private address if this does not apply)	<input type="text"/>					
						Postcode
Daytime phone no.	<input type="text"/>				Evening phone no.	<input type="text"/>
I confirm that I have known (applicant's name)	<input type="text"/>					
for	<input type="text"/>	years as	<input type="text"/>			
(say how you have known the applicant – for example as employer, colleague, friend and so on)						
I have dated and signed the back of the applicant's photo to confirm it is a true likeness. I have read and understood the caution. As far as I know, the information on this form is correct.						
Signature	<input type="text"/>				Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Your photo should be:

- * approximately 45x35mm
- * recent (within the last 3 months)
- * taken against a plain light-coloured background
- * showing your face, with no sunglasses or reflections from regular glasses
- * a close-up, showing your whole head and shoulders, looking straight into the camera
- * with no head covering (unless for religious beliefs or medical reasons)
- * clear, well lit, and in sharp focus
- * recognisable as you
- * printed at high resolution on photo quality paper if printed at home

STAFF USE ONLY

- | | |
|-------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Photo Driving Licence* | <input type="checkbox"/> NEC / PASS Card* |
| <input type="checkbox"/> Current Passport* | <input type="checkbox"/> Photo Referee |
- * No Photo Referee required for these proofs

Official Stamp:

RECEIVED	Initials	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
PROCESSED	Initials	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

PHOTO GUIDANCE

You must supply a recent photograph for your card. Your photograph should be a recent colour close-up of your head and shoulders and be a good likeness. Your features should be clearly distinguishable against the background. Please do not wear a hat or head covering (unless for religious reasons), or wear a hood up, or wear dark glasses as all of these make it difficult to tell if it is you in the photo and we **CANNOT ACCEPT IT**.

The photo should be 45mm x 35mm, in sharp focus, and printed on plain white photo quality paper.

Because you can use your Card for many Council services and Young Scot Proof of Age if applicable, we have to verify that the photograph you give is actually of you. **If you can provide a Passport, Photo Driving Licence or a PASS hologrammed Young Scot card and the photo is recognisable as you, you do not need the Referee's declaration completed.**

Otherwise, please ask someone who knows you, who is **NOT** a relative or part of your family, is over 25 years old and in a full time, professional job (like a teacher, doctor, nurse, community worker, social worker, police officer or religious leader) to write on the back of your photograph:

I confirm that this is a true likeness of [full name of applicant] and sign and date the back of the photo.

They must then complete and sign the declaration.