

Identity Information

Please note that as part of enrolment you will need to provide evidence of your identity. This can be in the form of your passport or the long version of your birth certificate.

Why do you need to provide ID?

You will need to provide evidence of your identity at enrolment, as we are required to use your legal name and date of birth as it appears on the ID evidence you present to confirm you are eligible for funding to the Education and Skills Funding Agency and to provide your legal name and date of birth to the examination awarding boards.

What ID does the college accept?

We will accept either a passport or long version of a birth certificate (includes parent details). If you have changed your legal name we would also need to see your Change of Name Deed document.

How can I obtain a long birth certificate?

You can apply online at: www.gov.uk/order-copy-birth-death-marriage-certificate or telephone the General Register Office contact centre on (0)300 123 1837 (Mon to Fri 8am - 8pm and Sat 9am - 4pm)

How much does a Long Birth Certificate cost?

ENGLAND	Standard Service	Dispatch target once order received	Priority Service	Dispatch target once order received
Full or short certificate with GRO index supplied	£11.00	Four working days	£35.00	Next working day if ordered before 4pm
Full or short certificate without GRO index	£14.00	Fifteen working days	£35.00	Next working day if ordered before 4pm

To find the GRO (General Register Office) index, which will mean you receive the document more quickly, try www.freebmd.org.uk

SCOTLAND		Standard 1ST Class	Recorded 1ST Class	Special Delivery	Special Delivery Saturday	Standard Airmail	Priority Service
One certificate (any type)	£12.00	£1.14	£2.54	£6.60	£10.92	£4.00	£15 per certificate in addition to the certificate fee
Additional copy (must be ordered at the same time)	£10.00	£1.14	£2.54	£6.60	£10.92	£4.00	£15 only charged on the first certificate

Further information available at www.scotlandspeople.gov.uk/content/certificates-and-copies

IRELAND		UK Next Day Delivery	Priority Service	Dispatch target once order received
One certificate (any type including long or short)	£15.00	£6.20	£20 (certificate fee plus priority fee)	Same day if ordered before 12 noon
Additional copy (must be ordered at the same time)	£8.00	£6.20	£20 (certificate fee plus priority fee)	Next day if ordered after 12.00 noon, at weekends or during public holidays

Further information available at www.nidirect.gov.uk/services/order-birth-certificate-online

Identity Information

What if my passport has expired?

We will accept an expired passport if we can confirm from the photograph that you are the rightful holder. If not we may ask for additional supporting evidence to confirm your ID.

How can I change my legal name?

If you are a British citizen aged 16 or over, all you need to legally change your name is to sign a legal declaration called a Change of Name Deed in both your old and new names in front of independent witnesses.

If you are under 18, all those with parental responsibility will need to agree to the change of name if you require it to be enrolled with the courts as a public record of the name change. For further information, visit the gov.uk website: www.gov.uk/change-name-deed-poll

There are a number of websites offering a change of name service for a fee but you can download the Ministry of Justice (MOJ) forms for free from the government website: www.gov.uk/change-name-deed-poll

The MOJ forms are intended for enrolling in the courts, which provides a public record of a person's name change. However, you can still use their forms even if you do not intend to enrol it as you aren't legally required to do so.

What can I do if I am having difficulties obtaining ID?

Before enrolment please contact the college Admissions team and after enrolment contact the MIS team.