

GOC Student Identification Form Guidance Notes

Please ensure that you have followed the steps detailed below to ensure that the certified photo or identification will be accepted.

Who can certify my identification?

Please ensure that you have considered the below points before selecting your certifier.

- ✓ In the case of registered professionals, we are required to see their registration number and for this to be searchable on the official register for that profession so we can confirm their identity.
- ✓ For other professions we are required to confirm their identity via an official website. Your certifier's details must be viewable on the official website.
- ✓ The certifier **cannot** be retired.
- ✓ The certifier must have known you for more than 2 years. Except for a teaching staff member at the place of study for your optometry or dispensing optics course.
- ✓ The certifier **cannot** be related to, in a relationship with you, or living at the same address as you.
- ✓ It can be difficult for the details to be confirmed for a non-UK based certifier. For registration applicants recently based outside of the UK you may want to consider asking a teaching staff member at the place of study for your optometry or dispensing optics course, as we will accept them as your certifier even if you have not been known to them for more than 2 years.

The list below details the professions that can act as a certifier for your identification.

- A teaching staff member at the place of study for your optometry or dispensing optics course. **It is acceptable for you to have known them for less than 2 years.**

For all other certifiers listed below they must have known the applicant for more than 2 years.

- A registered optometrist or registered dispensing optician.
- A registered medical or healthcare practitioner, (including doctors, dentists, pharmacists).
- A registered professional such as a solicitor or barrister, engineer, architect or accountant (accountants must be registered with ICAEW, the Institute of Chartered Accountants in England and Wales, or ICAS, the Institute of Chartered Accountants of Scotland, or Chartered Accountants Ireland).

- A justice of the peace.
- A principal of an educational institution which granted the applicant a qualification or a person authorised by the principal of that institution (in practice a teacher or lecturer at a school or college where you obtained a qualification).
- A minister of the Church, Rabbi, Imam or other religious official acceptable to the GOC.
- A councillor.

Steps to follow to successfully provide your certified identification

Step 1: Certifier to complete and sign the form on page 5.

Step 2: Certifier to certify identification.

Applicant will need to decide the type of identification to provide, as described below.

Option 1 – Certified Passport Sized Photo Form (page 6)

The photo should be affixed to the form. The certifier then completes the sections by adding the applicant's name, their name, signature, and date.

Option 2 – Certified Identification Document (page 7)

Provide a clear certified photocopy of one of the following identification documents which must not be expired:

- Passport,
- EU National Identity Card
- UK driver's licence
- Student identification card

The certifier must have seen the original identification, and on the photocopy the following must be added.

1. Write or stamp "Certified to be a true copy of the original seen by me".
2. Sign and date.
3. Print your name (if you work in a regulated profession, include your registration number below).

Step 3: Upload certified ID to your application form.

The certifier form and certified identification must be uploaded at step 4 of 5 on the application form - <https://optical.org/en/registration/join-the-register/register-as-a-student/apply-to-join-the-student-register/>

Upload your signed identification form. Please press shift on the keyboard and click the mouse to upload multiple documents. * ?

Choose File

Upload your verified identification. Please press shift on the keyboard and click the mouse to upload multiple documents. * ?

Choose File

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When uploading multiple files, click “Choose File”, press shift on the keyboard, click on the files you want to upload, and press “Open”. **Please note that the size limit of the files is 10MB.**

GOC Student Identification Form

This form must be completed by the person certifying the identification. The signature cannot be electronic.

Instructions for the persons certifying your photo or document.

1. Check the guidance notes (page 1 to 3) of this document.
2. Complete the certifier form on page 5.
3. Certify either the photo or identification document as described below.
 - Option 1 (see page 6) – Certified Passport Sized Photo Form. This is provided by completing and signing the form.

Or

- Option 2 (see page 7) – Certified Identification Document. This is provided by confirming that you have seen the original and by adding the required annotation and signature as described below.

The form below can be completed by typing into the boxes or can be filled by hand. The signature of the certifier **cannot** be electronic.

Option 1 – Certified Passport Sized Photo Form

<p>Affix photo to this space.</p>

Full name of applicant for registration	
Full name of certifier	
Date photo certified	
By signing this document you are confirming that the photo is of the person applying	
Signature of certifier (cannot be electronic)	
Registration number (only applicable to certifiers working in a regulated profession)	

