**CSCS Card application form - Individual**

(GQA 263– Version 6)

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| **Application Form** |

1. **Personal Details**  *(All must be completed)* Please note a high quality colour electronic passport style ID photograph must be provided.

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| **Name:** |  | | | **Date of Birth:** |  |
| **Address:** |  | | | **Tel No:** |  |
| **National Insurance number** |  |
| **Post code:** |  | **Email:** |  | | |

*Send the card to: Above address* □ Different address (below) □

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| **CSCS Occupation title** |  |

If applying for a Supervisor card, please see note 2 overleaf

**Type of card required (see page 2 for an overview)**

Temporary □ Trainee □ New (1st Card only) □ Renewal (expiring / expired cards) □ Go to section 3

Duplicate (replacement for lost or damaged card) □ go to section 4

**3. Qualification Details -** copy of qualification certificate must be included. If you are currently registered on and working towards a qualification please provide details below and proof of registration from your Training Provider/College or Awarding Body see note 3 overleaf

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| **Awarding Body** | **GQA** □ **C Skills Awards** □ **City and Guilds** □ **Other-please state** | | |
| **Qualification Title and level :** |  | | |
| **Registration No:** |  | **Registration Date:** |  |

**4 Current CSCS card details-**as above please include a copy of the qualification certificate used as part of the application for your original card (unless you hold a card issued on Industry Accreditation) Please include a copy of the front and reverse of the current card if applicable

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| **Card number** |  | **Expiry date** |  |

I confirm that I meet current CSCS Health and Safety requirements □ Evidence of CITB HS&E test or a GQA centre authorised health and safety assessment test must be included with all applications. This must have been completed within the last 2 years.

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**We will also require proof of identity and payment**

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| **Proof of Identity**  Please provide two forms of ID in your name,  One MUST be photo ID & one MUST be proof of address (copies are acceptable):-  *Driving Licence* □ Original Birth Certificate □  *Passport* □ EEA member state card □  Utility Bill □ National Identity card □ | **Payment**  The card cost is £30  *Bank Transfer (BACS)*  *\*Please make reference to your name.*  ***Our Payment Details***  *GQA Qualifications Ltd*  *Barclays / Sort Code: 207689 / Account No: 10188786* |

I confirm that, to the best of my knowledge the information I am providing is true, correct and accurate. I agree that GQA Qualifications can contact the relevant parties to confirm validity of information provided and further agree that GQA can disclose this information for the purposes of qualification and compliance solutions.

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| **Your signature** |  | **Date** |  |

**2. Additional notes**

If applying for a Supervisor card you must indicate the trade you will be supervising and have evidence of achievement in that role and context

**Types of card: All card requests require proof of H&S test pass achieved in the last 2 years.**

* Temporary, aimed at those with some industry experience, valid for 12 months
* Trainee, aimed at Apprentices or new entrants to the industry, valid for 24 months
* Both of the above require written proof of registration from the Training Provider/Awarding Body
* New-only available to those holding a relevant qualification, valid for 5 years
* Copy of your qualification certificate must be provided
* Renewal, only available to current card holders, can be applied for 6 months either side of current card expiry, valid for 5 years from date of earlier card expiry date
* Replacement, available to replace a lost card, will have same expiry date as lost card
* Both of the above require full details of your current CSCS card to be added to the relevant space overleaf and copies of relevant qualification certificates where held

1. **Qualification details**

If you are registered on but have not yet completed your qualification, please provide written proof from the Training Centre you are working with.

**Qualification, H&S evidence and current CSCS cards**

We reserve the right to confirm the validity of your qualification registration/achievement, H&S pass and current CSCS card (where applicable) with the relevant issuing body, also reserving the right to pass on any charges made during the validity process.

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| **PLEASE NOTE INCOMPLETE FORMS OR INSUFFICIENT EVIDENCE WILL RESULT IN THE FORM BEING REJECTED AND RETURNED. IF THE APPLICATION IS NOT FULLY AND CORRECTLY COMPLETED WITHIN 60 DAYS THE APPLICATION WILL BE DEEMED CLOSED AND NO MONIES RETURNED** |

**Before returning your application form please ensure you have:**

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| Evidence required | Tick when included | For GQA use only |
| Completed fully personal details including address for card delivery |  |  |
| Included a full colour passport style (head and shoulders, plain background, no hat or sunglasses) ID photo, preferably electronic |  |  |
| Included the correct occupation based on your qualification |  |  |
| Requested correct card (temporary, trainee, full) based on qualification |  |  |
| Included evidence of your qualification achievement or registration and copy of the front and back of your current card (where applicable) |  |  |
| Included evidence of your H&S test pass-no older than 2 years |  |  |
| Included 2 forms of proof of ID as listed above |  |  |
| Included payment of £30 by Bank Transfer |  |  |
| Return the form and all supporting evidence by email to [CSCS@gqaqualifications.com](mailto:CSCS@gqaqualifications.com) or by post to GQA Qualifications Ltd, Unit 1 12 O’clock Court, Attercliffe Road, Sheffield, S4 7WW |  |  |

**Please email** [**CSCS@gqaqualifications.com**](mailto:CSCS@gqaqualifications.com) **if you require any help with completing this form.**