

# UHI | PERTH

FE Funding Application

Document Evidence Guide

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When applying for bursary/EMA, you will be asked to upload evidence to support your application.

This guide will help you with examples of the evidence the funding team will accept to assess your application successfully.

## ID Documents

## Passport



## Driving Licence



# Birth Certificate

BIRTH		Entry No.
Registration district	Administrative area	
1. Date and place of birth	CHILD	
2. Name and surname	3. Sex	
4. Name and surname	FATHER	
5. Place of birth	6. Occupation	
7. Name and surname	MOTHER	
8.(a) Place of birth	8. (b) Occupation	
9.(a) Maiden surname	9. (b) Surname at marriage if different from maiden surname	
10. Usual address (if different from place of child's birth)		
11. Name and surname (if not the mother or father)	12. Qualification	
13. Usual address (if different from that in 10 above)		
14. I certify that the particulars entered above are true to the best of my knowledge and belief		
Signature of informant		
15. Date of registration	16. Signature of registrar	
17. Name given after registration, and surname		

Certified to be a true copy of an ~~entry~~ in a register in my custody.

\*Superintendent Registrar  
\*Registrar

Date \_\_\_\_\_

\*Strike out whichever does not apply

CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. ©CROWN COPYRIGHT

**WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.**





## Single Parent

### Council Tax Bill

**BILL FOR COUNCIL TAX AND WATER/WASTEWATER**  
This bill is for payment of Council Tax and where applicable water and wastewater charges by Single Person. This bill relates to the dwelling at:

Perth & Kinross Council  
Head of Revenue  
PO Box 7300  
PERTH, PH1 7BA  
Tel No: 01795 421400  
(Mon-Fri 9.00am to 5pm)  
Email: localteams@perth.gov.uk

**PERTH & KINROSS COUNCIL**

Date: 07 AUG 2024

SEE OVERLEAF FOR ENQUIRY DETAILS

Financial Year: 2024/2025  
Property Reference:  
Valuation Band: E  
Disabled Band (if applicable):

WITH ALL QUERIES AND PAYMENTS, PLEASE QUOTE Account No: [REDACTED]

Full Year Charge for Band	Council Tax (CT)	Water Charge	Wastewater Charge
(For information only)	£1091.75	£196.70	£228.27

DETAILS OF CHARGES	Charge Band	Period From	Period To	Council Tax	Water	Wastewater	TOTAL AMOUNT
DISCOUNT		01-08-2024	31-08-2025	0991.75	196.70	228.27	1526.72
		01-08-2024	31-08-2025				-179.35
<b>NET AMOUNT DUE</b>							1107.37
REDUCTION (Formerly Council Tax Benefit)							-818.81
WATER AND SEWERAGE CHARGES REDUCTION							-42.50
10% STATUTORY ADDITION							27.62
<b>AMOUNT DUE</b>							£ 303.64

PAYMENT OF THIS SUM IS DUE NOW

Please see overleaf for how and where to pay. Always remember to quote your account number when making payment.

## Council Tax Letter

# Dundee City Council

Customer Services Office for personal visits -  
Dundee House, 50 North Lindsay Street, Dundee

For information about Dundee City Council visit our website - [www.dundee.gov.uk](http://www.dundee.gov.uk)  
and to access online services register for a My Dundee account

Mr John Smith  
1 Dundee Street  
Dundee  
DD1 1AA

Customer Services & IT  
PO Box 216  
Dundee  
DD1 3YJ

Fax 01382 431383  
[revenues.division@dundee.gov.uk](mailto:revenues.division@dundee.gov.uk)

Our Ref  
Your Ref  
Date

6th February 2018

Dear Mr Smith

**COUNCIL TAX LIABILITY**  
**PROPERTY REF: 00000**  
**ACCOUNT REF: 6000000xx00**  
**PROPERTY ADDRESS: 1 Dundee Street, Dundee, DD1 1AA**

I refer to your visit to my office on 6 February 2018.

Having checked my records, I can confirm that I hold you as being solely liable for Council Tax at 1 Dundee Street, Dundee, DD1 1AA from 24/01/2018 to date.


I trust this information is of assistance to you but should you require any further details, please do not hesitate to contact my Customer Service Team by dialing direct on (01382) 431205.

Yours sincerely

Executive Director of Corporate Services

## Care Experience

### Letter from Social Work Department

 **Delayed Office Opening for Employee Training**  
This office will be closed from 8.45 am - 11.00 am on the first Thursday of each month.



**Economy, Development and Planning**  
Strategic Lead –

2 High Street, Perth, PH1 5PH  
Tel 01738 475000 [www.pkc.gov.uk](http://www.pkc.gov.uk)

Contact Skills & Employment Support

Tel 

Email 




Our ref


Your ref



Date 18 February 2025




To whom this may concern,

I am writing to Perth College to confirm that  (DOB-) resides in foster care at . This is in support of her application for a care experienced bursary. She is currently looked after by Perth and Kinross Council under Children (Scotland) Act 2011- Section 83. This has been in place since 26/02/2024.

My relationship with  is in the capacity as her Youth Employability Service Support Worker with Perth and Kinross Council.

If you have any further queries, please do not hesitate to contact me on  or by emailing  @pkc.gov.uk.

Yours sincerely

  
Community Learning Worker  
Skills and Employment Support-Youth Team  
Perth and Kinross Council



## Self Supporting Status

In Scotland, under Scottish law, you are not automatically classed as independent of your parents for education purposes until you are 25 years of age. So if you start a course while you are 24, unless you meet the exceptions below, we will need to assess your entitlement on your parent's household income.

You are classed as self-supporting if you:

- You are married. This does not include situations where the student was married but that marriage broke down prior to the start date of the course; or
- You have no parents living; or
- You are formally recognised as a care leaver who is living independently; or
- You are caring for a child dependent on you; or
- You are estranged from your parents. In this context we refer to a permanent and irrevocable breakdown in the parental/child relationship; or
- You have supported yourself for a total of at least 3 years. This includes periods where you were either:
  - i. in employment and earning equal to or more than current income support levels; or
  - ii. supported by a partner with earnings equal to or more than current income support levels; or
  - iii. on a training programme operated by or on behalf of the Scottish Government or Skills Development Scotland; or
  - iv. in receipt of unemployment benefit/jobseeker's allowance and/or can provide confirmation that you were available or registered for employment or actively seeking employment; or
  - v. in receipt of employment and support allowance, sickness benefit, invalidity pension, incapacity benefit, maternity allowance, severe disablement allowance, statutory sick pay or statutory maternity pay; or
  - vi. in receipt of income support or Universal Credit; or
  - vii. caring for a person (adult or child) dependent on you. The college will look for evidence that the student has been the primary carer for an adult; or
  - viii. You are/have been in care for the necessary qualifying period. Proof from Social Services will be required; or
  - ix. In receipt of Housing Benefit for the relevant period; or
  - x. You have a copy of a formal rent agreement for the relevant period.

# Evidence of income

## Evidence of Income – Employed

### Example of P60

**P60 End of Year Certificate**  
**Tax year to 5 April 2022**  
This is a printed copy of an eP60  
**To the employee:**  
Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and Universal Credit or to renew your claim.  
It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.  
By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return.  
HM Revenue and Customs

**Employee's details**  
Surname: Sunshine  
Forenames or initials: Lovely  
National Insurance number: CT123456C  
Works/payroll number: HE9810

**Pay and Income Tax details**  

	Pay	Tax deducted
	£ p	£ p
In previous employment(s)	0 00	0 00
In this employment	★ 891 00	0 00
Total for year	891 00	0 00

Final tax code: 1257L

**National Insurance contributions in this employment**  

NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT
	£	£	£	£ p
A	480	256	155	18 60

**Statutory payments included in the pay 'in this employment' figure above**  

	£ p		£ p		£ p
Statutory Maternity Pay	0 00	Statutory Paternity Pay	0 00	Statutory Shared Parental Pay	0 00
Statutory Adoption Pay	0 00	Statutory Parental Bereavement Pay	0 00		

**Other details**  
Student Loan deductions in this employment (whole £s only): 0  
Postgraduate Loan deductions in this employment (whole £s only): 0  
To employee:  
Mrs Lovely Sunshine  
Any Street  
Any City  
AC20 5TH

**Your employer's full name and address (including postcode)**  
Company GHl  
Any Street  
Any City  
AC20 5TH  
Employer PAYE reference: 123/AA12345

**Certificate by Employer/Paying Office:**  
This form shows your total pay for Income Tax purposes in this employment for the year.  
Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay, Statutory Parental Bereavement Pay or Statutory Adoption Pay is included.

## Example of Private Pension P60 Equivalent

This form shows the total pension for Income Tax purposes paid to you by us in the year.

**Mrs Lovely Sunshine**  
Any Street  
Any City  
AC20 5TH

Pension Protection Fund  
PO Box 254  
WYMONDHAM  
NR18 8DN  
Email [ppfmembers@ppf.co.uk](mailto:ppfmembers@ppf.co.uk)  
Telephone 0330 123 2222  
Overseas +44 (0)20 8633 4902  
**PAYE Reference** [REDACTED]

### Pensioner's details

Surname: **Sunshine**  
Forenames or Initials: **Lovely**  
National Insurance number: **CT123456C**  
Pension Payroll Number: **HE9810**

### Pension and Income Tax details

	Pay		Tax deducted	
	£	P	£	P
In previous employment(s)		0.00		0.00
<b>Pension paid by us *</b>		5,949.76		316.00
<b>Total for Year</b>		5,949.76		316.00
			Final tax code	436T
			Your percentage of standard lifetime allowance (LTA) used is:	14.90

\* Figures shown here should be used for your tax return, if you get one.

**To the pensioner**

## HMRC Letter of Employment



HM Revenue  
& Customs

Mr John Smith  
45 Smith Street  
Dundee  
DD1 1AB



HM Revenue & Customs  
Pay As You Earn and Self Assessment  
BX9 1AS

Phone 0300 2003300  
For our opening hours go to  
[www.gov.uk/hmrc/contact](http://www.gov.uk/hmrc/contact) or phone us.

Web [www.gov.uk](http://www.gov.uk)



Date 31 January 2018  
NI number

Dear Mr Smith

### Employment history

I refer to your phone call of 30 January 2018, asking for your employment history.  
For the tax years 2015 to 2016, 2016 to 2017 and 2017 to 2018 my records show the following.

#### Sources of income for the tax year ended 5 April 2016

Employer/Pension provider	Reference	Start date	End date	Pay	Tax	Tax code
User to enter	User to enter	User to enter	User to enter	User to enter	User to enter	User to enter

#### Sources of income for the tax year ended 5 April 2017

Employer/Pension provider	Reference	Start date	End date	Pay	Tax	Tax code
COMPANY NAME		15/01/2015	05/04/2017	£505	£0.00	1000LX
COMPANY NAME	/	12/05/2015	06/07/2017	£1,522	£27.40	1000LX
COMPANY NAME		20/03/2015	08/04/2017	£461	£0.00	1000L
DWP (JSA)		09/11/2015	12/12/2017			1000L


#### Sources of income for the tax year ended 5 April 2018

Employer/Pension provider	Reference	Start date	End date	Pay	Tax	Tax code
COMPANY NAME		06/07/2015	22/04/2018	£11,585	£852.40	1060LX

Information is available in large print, audio and Braille formats.  
Text Relay service prefix number – 18001




## HMRC Online Personal Account


Check your Income Tax

[Account home](#)
[Messages](#)
[Check progress](#)
[Profile and settings](#)
[Sign out](#)


[< Back](#)
[English](#) | [Cymraeg](#)



# Your taxable income for 6 April 2023 to 5 April 2024

### Your income from employment

---



## £ 12,345.67

[Tax code at end of year](#)  
 Employer PAYE reference. 961/7  
[Check the income details sent to us](#)

### Other tax years


---

[6 April 2022 to 5 April 2023](#)  
[6 April 2021 to 5 April 2022](#)  
[6 April 2020 to 5 April 2021](#)  
[6 April 2019 to 5 April 2020](#)



## Evidence of Income – Self Employed

### Example of SA302 Tax Calculation Form



**HM Revenue  
& Customs**

Ref: \_\_\_\_\_  
 Year: 2012  
 OUID: \_\_\_\_\_  
 Name: \_\_\_\_\_

---

**Tax Calculation for 2011-12** (year ended 5 April 2012)

Some of the figures used in this calculation have been adjusted to agree with the taxpayer's self-calculation. Some of the arithmetic may appear incorrect.

<b>Income received (before tax taken off)</b>	
Pay from all employments	£ 7,440.00
Interest received from UK banks and building societies	£ 75.00
Dividends from UK companies (plus 10% tax credits)	£ 55,000.00
<b>Total income received</b>	<b>£ 62,515.00</b>
<i>minus</i> Personal allowance	<i>£ 7,475.00</i>
<b>Total income on which tax is due</b>	<b>£ 55,040.00</b>

**How I have worked out your Income Tax**

Interest received from a bank or building society etc.	£ 40.00	@ 10% =	£ 4.00
Dividends from companies etc.	£ 34,960.00	@ 10% =	£ 3,496.00
	£ 20,040.00	@ 32.5% =	£ 6,513.00
<b>Total income on which tax has been charged</b>	<b>£ 55,040.00</b>		

<b>Income Tax charged</b>	<b>£ 10,013.00</b>
<i>minus</i> 10% tax credits on dividends from UK companies (not repayable)	<i>£ 5,500.00</i>
<b>Income Tax due after dividend tax credits</b>	<b>£ 4,512.77</b>

<i>minus</i> <b>Tax deducted</b>	
Interest received from UK banks and building societies	£ 15.00
<b>Total tax deducted</b>	<b>£ 15.00</b>
<b>Total Income Tax due</b>	<b>£ 4,497.77</b>



## Example of Balance Sheet

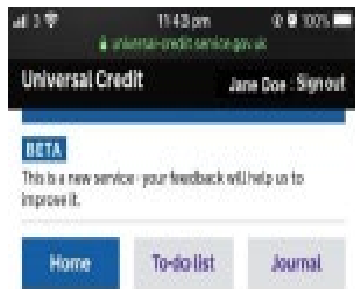
**Sample Company Stat Accounts Limited**  
**Profit and Loss Account**  
**for the year ended 31 December 2013**

	Notes	2013 £	2012 £
<b>Turnover</b>		365,902	230,951
Cost of sales		(178,931)	(90,812)
<b>Gross profit</b>		<u>186,971</u>	<u>140,139</u>
Administrative expenses		(138,946)	(51,635)
Other operating income		178	-
<b>Operating profit</b>	2	<u>48,203</u>	<u>88,504</u>
<b>Profit on ordinary activities before taxation</b>		<u>48,203</u>	<u>88,504</u>
Tax on ordinary activities	3	(3,889)	(17,655)
<b>Profit for the financial year</b>		<u>44,314</u>	<u>70,849</u>

## Evidence of Income – Benefits

### Example of Universal Credit

select this option to download the full statement to a pdf file.



#### Payments

[Print this statement](#)

Jane Doe

21 Thistle Street, GLASGOW, G5 9XB

Assessment period: 19 November to 18 December 2020

Your payment this month is

**£1,262**

This will be paid by 8pm on 25 December 2020

#### What you're entitled to

#### Payments

YOUR NAME

YOUR ADDRESS

Assessment period: 19 July to 18 August 2020

Your payment this month is

**£1000**

This will be paid by 8pm on 25 August 2020

#### What you're entitled to

**Standard allowance** £408.00

You get a standard amount each month. You said you're single.

**Housing** £415.20

You said your rent is £308.00 per month, and you pay £26.50 in service charges.

We can pay your landlord £415.20 towards your housing.

**Children** £517.08

You get support for 2 children.

**Total entitlement before deductions** £1,342.17

#### What we take off (deductions)

**Payment to your landlord** -£415.20

We currently owe this to your landlord towards your rent.

**Total deductions** -£415.20

**Your total payment for this month is** £926.97

## Example – Income Support Letter

**Jobcentreplus**  
Website: [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

If you get in touch with us, tell us this reference number [redacted]

Our address [redacted]

Our phone number [redacted]

If you have a textphone [redacted]

Date 17 April 2020

Dear [redacted]

**About your Income Support**

I am writing to tell you that your recent change in circumstances does not affect the amount of Income Support we pay you, however there may be future changes in your entitlement.

This may be because of future changes you have told us about, the uprating of benefit or changes in deductions from your benefit.

This means you will continue to get [redacted] a week.

The way this has been worked out is shown on the page called **How your Income Support was worked out**.

From 11 April 2020, your Income Support will change to [redacted] a week. This is because there has been a change to your Income Support rates.

**How to get your money**

We will pay your Income Support into the account that you have told us you wish to use. The money will be in the account requested every fortnight by the day Income Support is due.

If you want a further explanation of this decision, please see the final page of this letter. It explains what to do if you disagree with this decision.

**What you should do if your circumstances change**

If your circumstances change, it may affect the amount of benefit you get. You must tell us about any changes in your circumstances.

Yours sincerely

Needs to be for the last tax year

## Example – Employment Support Allowance Letter

**jobcentreplus**  
Website: [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

Your reference is [redacted]  
Please tell us this number if you get in touch with us

ESA Aberdeen  
Mail handling Site A  
Wolverhampton  
WV36 2AR

Phone: 0800 7690310  
TEXTPHONE for the deaf/hard of hearing ONLY 0800 7690314

Date 3 March 2021

Dear [redacted]

**YOUR CLAIM FOR EMPLOYMENT AND SUPPORT ALLOWANCE**  
**CHANGES IN SOCIAL SECURITY BENEFITS**

From 12 April 2021 the rates of Social Security benefits will change

From 15 April 2021 your Employment and Support Allowance will be £101.40 a week.

This is because of:

a change in the rates of Social Security Benefits

Your circumstances mean you will qualify for a Christmas Bonus Payment. This will be paid the first week in December. The amount payable is £100.00

You are required to immediately report any change in your circumstances to us, or the circumstances of your partner if you have one.

The attached sheet shows how we worked out your money. If you want more information please get in touch with us. Our phone number and address are at the top of this letter.

We will pay this new amount from your first payday after this date.

**WHAT TO DO IF YOU THINK THIS DECISION IS WRONG**

If you think the decision is wrong, please get in touch with us by telephone or in writing, within one month of the date of this letter. If you do not contact us within one month of the date of this letter we may only be able to change the decision from the date you contact us. Our telephone number and address are on the front page of this letter.

You can appeal against this decision, but you cannot appeal until we have looked at the decision again. We call this a Mandatory Reconsideration.

0975/1016 Page 1 of 3  
2007308154X00021

Needs to be for the last tax year

## Employment Support Allowance – P60 equivalent

### Certificate of Pay and Taxable Benefit and Tax Deducted/Refunded

Previous employment: ... ..

benefit  
for  
current  
claim

Total £ 6520.47

Total for year ... ..

Pay	£ 0.00
Taxable	£ 0.00
Pay and Taxable benefit	£ 0.00

Tax Deducted	£ 0.00
Tax Refunded	£ 0.00
Net tax Deducted	£ 0.00

Year to 2018  
5 April

Tax  
District  
number 267

PAYE reference

ESA500

Final tax code

S1100L

National Insurance no.

Date of issue

29/04/18

Benefit  
Office  
code

05732

File  
Indicator

A

Print  
control

028401

P60U

Issued by the BA/DSS

Please read the notes overleaf

SAMPLE

## Example of Carer's Allowance Letter

Needs to be for the last tax year

Mr A Other  
This Street  
ANY TOWN  
Anywhere

Dear Mr Other

**Carer's Allowance - Important Information**

The rate of Carer's Allowance from 08/04/2024 is shown below.

Carer's Allowance personal rate                      £81.90

Payment of Carer's Allowance may be lower than the rate shown above if we are making deductions to recover an overpayment or recover a loan. If we are making deductions to recover an overpayment or to recover a loan we would have already written to you about this. Payment of Carer's Allowance may also be reduced or stopped because certain other social security benefits are in payment.


**Working while getting Carer's Allowance**

If you are able to do some work, you can combine your caring responsibilities with working. You may still be able to get Carer's Allowance and your earnings can increase your weekly income.

From 08/04/2024 you can earn up to £151.00 each week from work you do for an employer or as self-employment, after taking off certain expenses, before your Carer's Allowance is affected. If you earn over £151.00 a week, even by 1p, you may not be entitled to Carer's Allowance. If you do not tell us, you could face paying back any overpaid benefit which may be much more than the additional money you have earned.

Your earnings may affect any other benefits that you receive, and you should check that with the office dealing with your claim.

Visit [www.gov.uk/carers-allowance/if-youre-working](http://www.gov.uk/carers-allowance/if-youre-working) to get more information about finding work and the support which may be available to you.



Department  
for Work &  
Pensions

Carers Allowance Unit  
Mail Handling Site A  
Wolverhampton  
WV98 2AB

[www.gov.uk](http://www.gov.uk)  
Telephone: 0800 731 0297  
Textphone: 0800 731 0317

Your reference:  
NI Number  
15 March 2024

**We have many different ways we can communicate with you.**

If you would like braille, British Sign Language, a hearing loop, translations, large print, audio or something else please tell us using the phone number at the top of this letter.

Please turn over

Page 1 of 8



## Example of State Pension Letter

**The Pension Service**  
Part of the Department for Work and Pensions

Your reference is [redacted]  
Please tell us this number  
if you get in touch with us

The Pension Service 4  
Mail Handling Site A  
Wolverhampton  
WV98 1AG

Phone 0800 7310469  
TEXTPHONE for the deaf/hard of  
hearing ONLY 0800 7310464

Date 08/02/2020

**ABOUT THE GENERAL INCREASES IN BENEFITS**  
This is to tell you that from 06 APR 20 the amount of benefit you receive will change. The new amount will be included in the payment on or after this date. It is important to tell us about any changes, such as a change of address. If a change of circumstances has occurred prior to receipt of this notification, we apologise for any distress caused.

**HOW YOUR BENEFIT IS MADE UP**

basic State Pension		£134.25
Pre 97 additional State Pension	£72.69	
less Contracted-Out Deduction (COD) of	£43.96	
	Total payable	£28.73
Post 97 additional State Pension		£23.68
Graduated Retirement Benefit		£4.11
The amount each week is		£190.77

Please turn over

Page 01 of 01

Needs  
to be  
for the  
last tax  
year

## Example of Disability Living Allowance

**DWP** Department for  
Work and Pensions

**Disability and Carers Service**  
Website: [www.direct.gov.uk/disability](http://www.direct.gov.uk/disability)

### Disability Living Allowance

Your reference is  
Please tell us this number  
if you get in touch with us

Yorkshire Benefits Centre  
MU78  
PO Box 33  
Leeds  
LS88 8AF

Phone 0800 1214600  
TEXTPHONE for the deaf/hard  
hearing ONLY 0800 1214523

Date 13 Mar 2020

Dear

Benefit amounts are reviewed every year. This letter tells you what your benefit amount will be from April. **Please read all the information carefully** and keep this letter safe as it is proof of your entitlement to benefit.

Disability Living Allowance (DLA) is being replaced with Personal Independence Payment (PIP). **Please read all of the letter for more information.**

You are entitled to:

higher rate care component for help with personal care until 18/03/2020

lower rate mobility component for help with getting around until 18/03/2020

higher rate care component for help with personal care from 19/03/2020 to 18/03/2021

lower rate mobility component for help with getting around from 19/03/2020 to 18/03/2021

The weekly rate from 06/04/20 will be

Care component : higher £ 89.15

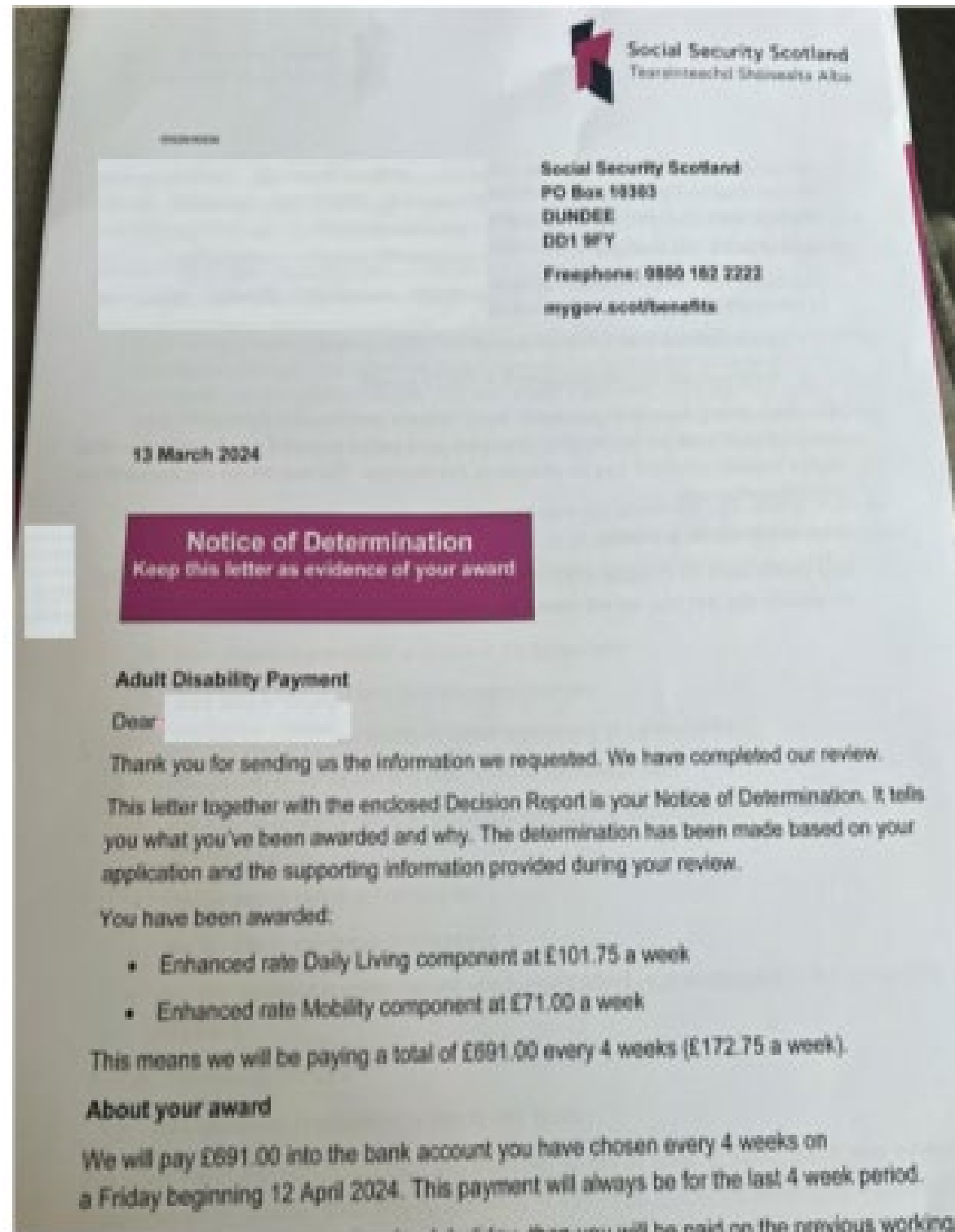
Mobility component : lower £ 23.60

Total each week £ 112.75

**Please note** that the benefit is not guaranteed to change each year.

How and when we pay you will stay the same. You do not need to do anything.

## Example of Social Security Scotland – Adult Disability Payment



## Dependent Children

This means any brothers or sisters living at home, please do not include any brothers or sisters who are working or registered unemployed.

### Birth Certificate

BIRTH		Entry No.
Registration district		Administrative area
1. Date and place of birth		
CHILD		
2. Name and surname		3. Sex
4. Name and surname		
FATHER		
5. Place of birth	6. Occupation	
7. Name and surname		
MOTHER		
8.(a) Place of birth	8. (b) Occupation	
9.(a) Maiden surname	9. (b) Surname at marriage if different from maiden surname	
10. Usual address (if different from place of child's birth)		
11. Name and surname (if not the mother or father)		12. Qualification
INFORMANT		
13. Usual address (if different from that in 10 above)		
14. I certify that the particulars entered above are true to the best of my knowledge and belief		
		Signature of informant
15. Date of registration	16. Signature of registrar	
17. Name given after registration, and surname		

Certified to be a true copy of an entry in a register in my custody.

..... { ..... \*Superintendent Registrar Date .....

..... \*Registrar

\*Strike out whichever does not apply

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WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.