Yellow card applications – getting it right the first time

By ensuring that an application for a Yellow Card is completed correctly, it can be processed without unnecessary delays. The following guide provides information about some of the most common trouble spots in completing the application form.

**Be sure to answer all of the questions** – without all of the necessary information the form will not be processed and will need to be returned for further information. This causes unnecessary delays and is easily avoided by completing all fields on the form.

**Print all details clearly and legibly** – this makes entering the data easier and saves a significant amount of time.

**Other names** – this refers to names the applicant has previously been known by, for example, maiden names. Unofficial names, like confirmation names, are not required.

**Sign and date** – please ensure the forms are signed and dated in each area where this is required. If this is not completed the form will need to be returned to the applicant.

**Identification**
- Two forms of ID are always required
- Only the forms of ID mentioned on the application are acceptable
- Be sure to complete the forms with the applicant’s ID details (making a photocopy of the ID in lieu of actually filling out the form is not acceptable)
- The person who sights the ID should sign part E on page 5 of the form. This does not have to be the same person who enters their contact details in part C on page 3. The contact details in part C should be those of the person requesting the check (i.e. the person who will receive the result of the check).

**Checking an applicant’s ID** – this must be a third party (the applicant is not able to verify sighting their own ID). Any third person in the organisation is acceptable.

**Quick checklist**
- Have all sections of the form and every question in each section been completed?
- Have two legitimate forms of ID been provided and sighted?
- Is the writing clear and legible?

**Questions?**
- If there are any questions about the form, call the Yellow Card hotline (1800 183 690) for advice while the applicant is present – this can save time. Otherwise, the application may need to be returned unprocessed.