

45/ Filling in forms

Words you need...



- ▶ **to apply for something** to ask for something, for example a passport, in an official way
- ▶ **a copy** a single document
- ▶ **a document** a piece of paper with official information on it
- ▶ **to fill in something/to fill out something** If you fill in a form or fill out a form, you write all the information on it that you need to.
- ▶ **a form** a printed document that you have to write information on
- ▶ **your nationality** your legal membership of a country
- ▶ **original** An original document is the first one that was made, and not a copy of it.
- ▶ **a photocopy** a copy of a document made with a machine that takes photographs of documents
- ▶ **to sign (something)** to write your name on something
- ▶ **your signature** your name, written in the way you usually write it

What sort of certificate?



These are some certificates that are often needed when you fill in a form.

- ▶ **A birth certificate** is made when someone is born.
- ▶ **A divorce certificate** is made when someone gets divorced (= stops being married).
- ▶ **A marriage certificate** is made when someone gets married.
- ▶ **A death certificate** is made when someone dies.

Exercise 1



Use the words from the box to complete the dialogues.

Make sure you use the correct form of the words. Listen and check.

sign form apply for nationality

original certificate fill out photocopy

Pat: I want to
1 apply for a library
card, please.

Library assistant: OK,
here's the 2 _____
you need. Remember
to write your name and
3 _____ here, and
4 _____ it in the
box here.

Pat: OK, thanks.



Katie: I need a visa for my
visit in June.

Visa assistant: Have you
5 _____ all the
forms?

Katie: Yes, here they are.

Visa assistant: And do
you have your birth
6 _____ ?

Katie: I've brought a 7 _____. Is that OK?

Visa assistant: No, I'm sorry. We need the
8 _____ document.



Exercise 2

Match the first part of each sentence (1–6) with the second (a–f).

- | | |
|--|--|
| 1 Before you send the form, | a because the original document was destroyed in a fire. |
| 2 The doctor refused | b go straight to question 9. |
| 3 If you are under 18, | c and I helped her fill in the forms. |
| 4 I had to get a new birth certificate | d make a photocopy to keep yourself. |
| 5 My friend applied for a work visa | e to sign her death certificate. |
| 6 If your nationality is British, | f we will need a signature from one of your parents. |