

## Guidelines for Administration

### Applications Process

Best endeavours will be made by Energy & Utility Skills to process applications as soon as possible, however this is dependant upon the application process being closely adhered to.

- A Registration Batch Form must be completed and sent with the applications.
- Payment in full must accompany all applications
- Send applications to:
 

**Registration Schemes  
Energy & Utility Skills  
Friars Gate  
1011 Stratford Road  
Shirley  
Solihull  
B90 4BN**
- If you have any questions please contact us on 0845 0779922 or email [eusr@euskills.co.uk](mailto:eusr@euskills.co.uk)

### Completing Forms

- All sections of the Re-Registration form should be completed in ink using block capitals. The applicant details should be clear and easy to read for our administrative staff – e.g. checking letters such as “V” and “U” could not be mistaken.
- Forms should not appear to have been altered e.g. by using Tippex
- All applications must be signed by the Registered Person, and a Senior Officer from the Registered Person’s employer.

### Photographs

A photograph is held for every individual person registered on EUSR. When making this application you must ensure and confirm that the image for of each applicant is a recent and true likeness or provide a new photograph

The following photograph guidelines must be adhered to so that your application can be successfully processed:

- 45 x 35 millimetres in size (passport style)
- Sharp, in focus & clear
- Have strong definition between the face and the background
- No other people visible
- No shadows
- Eyes open and clearly visible (no sunglasses or heavily tinted glasses)
- Full face uncovered with neutral expressions with mouth closed
- Full head, without any head covering, unless worn for religious reasons

Photographs must be clearly named and sent as follows:

- **Hard Copy** – Two copies are required. The applicant’s Name and Date of Birth must be clearly written on the back of each photograph and then attached to, and sent with, the registration form using a paperclip.
- **Digital**– the photograph must be in **jpg format** and named as follows:  
Initial Surname Date of Birth (ddmmyy).jpg. i.e. **JSmith 010975.jpg**  
Digital photographs may be emailed using the email ‘subject’ box to indicate the registration scheme (e.g. NCO(G) and date of application (ddmmyy)). If emailing more than one batch in a day please use incremental suffixing (label 1, 2, 3 etc).  
Email to [eusr@euskills.co.uk](mailto:eusr@euskills.co.uk).

Digital photographs may also be sent on cd/disk with the application forms, and should be labelled with the your name, scheme and date of application.

### Payment Methods

Registration applications may be paid by:

- Cheque - made payable to ‘Energy & Utility Skills Ltd’
- Purchase Order. If you would like to set up an account and start paying by Purchase Order please contact Energy & Utility Skills on 0845 0779922 or find details on our website [www.eusr.co.uk](http://www.eusr.co.uk).

All payments must include VAT. Registration fees are available on our website.