

PERSONAL IDENTITY	
Please supply one item from this list and a <i>different</i> item from the Evidence of Address list	
SOURCE OF IDENTIFICATION	DETAILS TO BE RECORDED
<p>Certified copy of an Equivalent Countries¹ Current Signed passport</p> <p><i>Do not send the original. Please only send a <u>certified copy</u>² of the personal details page</i></p>	<p>Note Issue and Expiry Date, Passport Number, and Issuing Authority</p>
<p>Residence Permit issued by the Home Office to nationals from Equivalent Countries on sight of their own passport.</p> <p><i>Do not send the original. Please only send a <u>certified copy</u> of the personal details page</i></p>	<p>Note Expiry Date, Reference number, and Issuing Authority</p>
<p>Equivalent Countries state identity card</p> <p><i>Do not use this document as evidence of both identity and address verification. Do not send the original. Please only send a <u>certified copy</u></i></p>	<p>Note Expiry Date, Reference number, and Issuing Authority</p>
<p>Current Equivalent Countries Photocard Driving Licence or Blue Disabled Drivers Pass/Permit</p> <p><i>Do not use this document as evidence for both identity and address verification. Do not send the original. Please only send a <u>certified copy</u></i></p>	<p>For Licence: Note Issue and Expiry Date, Driver Number, and Issuing Authority For Pass/Permit: Note Serial number, Expiry Date and Issuing Authority</p>
<p>Current UK old paper style full driving licence (old style paper provisional licences are not acceptable)</p> <p><i>Do not use this document as evidence of both identity and address verification. Do not send the original. Please only send a <u>certified copy</u></i></p>	<p>Note Issue and Expiry Date, Driver Number, and Issuing Authority</p>
<p>Department of Work and Pensions (DWP) Benefit Book; or original notification letter from the Benefits Agency confirming the right to benefits or state pension.</p> <p>Or</p> <p>Benefit Card confirming entitlement to benefit</p> <p>Or</p> <p>Bank statement showing the most recent entry from the Department of Work and Pensions (DWP) and corresponding name and National Insurance number.</p> <p><i>Do not use this document as evidence of both identity and address verification. Do not send the original. Please only send a <u>certified copy</u></i></p>	<p>Note National Insurance number and type of benefit being paid (i.e. Pension; Income Support; Child Benefit; Tax Credit). In addition for the bank statement, note the date of the statement, the account number (and sort code where available), and the issuing bank/building society.</p>

¹ Equivalent countries are Belgium, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Netherlands, Norway, Portugal, Spain, Sweden and the United Kingdom.

² A photocopy must be certified by one of the following- UK lawyer, bank official, authorised financial intermediary, mortgage broker, accountant, or government official. The person certifying the copy should provide their contact details (name, and address or telephone number) and state their profession. The person certifying the copy should also confirm that the copy is a true representation of the document and that any picture is a true likeness of the passport holder.

For NON UK passports, the certifier should be one of the following:-

- An embassy, consulate or high commission of the country of issue; or
- By a senior official within the account opening firm or group; or
- By a lawyer or attorney; or
- In the case of international students, by staff in the registry of a UK higher education institution

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Self-Employed in Construction Industry – photographic registration cards for individuals and partnerships. (e.g. CIS4(P), CIS4(T), CIS5, or CIS6)	Note Type of Card, Registration number, and Issuing Authority
Her Majesty’s Revenue and Customs (HMRC) Tax Notification (e.g. tax assessment, statement of account, notice of coding) <i>A P45 or P60 is not acceptable.</i> <i>The document must originate from HMRC. Do not use this document as evidence of both identity and address verification.</i>	Note National Insurance number, Tax district, Reference number, Type of Notification, and Date of Issue of notification.
UK Firearms/Shotgun certificate	Note Issue or Expiry Date, Certificate number, and Issuing Authority
Northern Ireland Voters Card <i>Do not use this document as evidence of both identity and address verification. Do not send the original. Please only send a <u>certified copy</u></i>	Note Electoral reference number, and Date of Expiry

ADDRESS VERIFICATION	
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Record of Home Visit Visit should not be more than 6 months prior to the date of the application/submission	Note Date of Visit
Equivalent Countries ³ state identity card <i>Do not use this document as evidence of both identity and address verification. Do not send the original. Please only send a <u>certified copy</u>⁴</i>	Note Expiry Date, Reference number, and Issuing Authority
Northern Ireland Voters Card <i>Do not use this document as evidence of both identity and address verification. Do not send the original. Please only send a <u>certified copy</u></i>	Note Electoral reference number, and Date of Expiry
Recent Utility Bill or certificate from a supplier of utilities confirming an arrangement to pay for services on a pre-payment basis. <i>Please provide a bill dated within the last 6 months. Do not send a Mobile Phone /Credit Card /Store Card Bill.</i>	Note Date of Issue, Issuing Company, and Reference or Account number
Local Authority Tax Bill <i>Please provide a bill dated within the last 12 months.</i>	Note Date of Issue, Issuing Authority, and Reference or Account number
Her Majesty's Revenue and Customs (HMRC) Tax Notification (e.g. tax assessment, statement of account, notice of coding) <i>A P45 or P60 is not acceptable.</i> <i>The document must originate from HMRC. Do not use this document as evidence of both identity and address verification.</i>	Note National Insurance number, Tax district, Reference number, Type of Notification, and Date of Issue of notification.
Current UK old paper style full driving licence (old style paper provisional licences are not acceptable) <i>Do not use this document as evidence of both identity and address verification. Do not send the original. Please only send a <u>certified copy</u></i>	Note Issue and Expiry Date, Driver Number, and Issuing Authority

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For NON UK passports, the certifier should be one of the following:-

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<p>Solicitor's letter or land registry confirmation confirming that the client has recently moved.</p> <p><i>The document/letter must show the new address. In addition the previous address must also be verified. A copy of the letter should be enclosed, and clearly state which address is being referred to.</i></p>	<p>Note Date of Letter, Issuing firm/organisation, any reference number quoted, which address letter refers to.</p>
<p>Local Council Rent Card or Local Authority Tenancy Agreement</p> <p><i>Do not send the original. Please only send a <u>certified copy</u></i></p>	<p>Note Date of Issue/Agreement, Reference number, and Issuing Authority</p>
<p>Department of Work and Pensions (DWP) Benefit Book; or original notification letter from the Benefits Agency confirming the right to benefits or state pension.</p> <p>Or</p> <p>Benefit Card confirming entitlement to benefit</p> <p>Or</p> <p>Bank statement showing the most recent entry from the Department of Work and Pensions (DWP) and corresponding name and National Insurance number.</p> <p><i>Do not use this document as evidence of both identity and address verification. Do not send the original. Please only send a <u>certified copy</u></i></p>	<p>Note National Insurance number and type of benefit being paid (i.e. Pension; Income Support; Child Benefit; Tax Credit). In addition for the bank statement, note the date of the statement, the account number (and sort code where available), and the issuing bank/building society.</p>
<p>Recent documentation from a regulated financial sector firm indicating that an account/investment/insurance relationship exists and which contains the customer's address.</p> <p><i>Firms include Banks/Insurers (including General Insurers/Investment Product Providers/Mortgage Lenders) Correspondence from credit card providers is not acceptable</i></p> <p><u>Acceptable Documents are:</u></p> <p>Policy documents/Cover Notes</p> <p>Account Statements/Mortgage Statements</p> <p>Written signed correspondence relating to an existing relationship (i.e. not marketing material)</p>	<p>Note Type of document, Issuing bank/insurer/investment product provider, date of document, and policy/account/reference number</p> <p><i>Note: To be classified as recent the documentation must have been issued by the issuer within the last 6-12 months. Where the documentation is <u>current</u> but issued by the issuer more than 12 months ago then the documentation may be accepted on the proviso that the agent confirms that there have been no material changes in the clients circumstances during the intervening period</i></p>