

## IDENTITY REQUIREMENTS

### LIST 1:

- Current signed passport – (Black & White copy only)
- Current full UK driving licence – photo-card or old version (old style provisional licence is not acceptable) **or** Current EEA driving licence
- Benefit book or most recent letter from the Benefits Agency confirming the right to benefits
- Firearms certificate
- Most recent HM Revenue & Customs tax notification
- National Insurance card together with either P60 or a recent payslip showing the National Insurance number and name **Not acceptable for products with Title Insurance or Right to Buy cases**
- Cheque guarantee card or debit card with inlaid holograph photo – if there is no photo an original account statement less than 3 months old will also be required **Not acceptable for products with Title Insurance or Right to Buy cases**

### LIST 2:

- Confirmation from an Electoral Register search that a person of that name lives at that address **Not acceptable for products with Title Insurance or Right to Buy cases**
- Recent utility bill
- Most recent bank, building society or credit union statement or passbook containing current address
- Most recent mortgage statement from a recognised lender
- Benefits book or most recent notification from the Benefits Agency confirming the right to benefits
- Current full UK driving licence – photo-card or old version (old style provisional licence is not acceptable)
- House insurance certificate for current year **Not acceptable for products with Title Insurance or Right to Buy cases**
- Local authority tax bill (valid for current year)
- A certificate from a utility supplier issued in the last 3 months confirming the arrangement to pay for the services on pre-payment terms (mobile phone bills are not acceptable)
- Local council rent card or tenancy agreement **Not acceptable for products with Title Insurance or Right to Buy cases**
- Solicitors letter confirming recent house purchase or land registry confirmation (additional address identification document also required to verify previous address) **Not acceptable for products with Title Insurance or Right to Buy cases**
- Most recent HM Revenue & Customs tax notification

## CERTIFYING DOCUMENTATION

- If you have seen the applicant(s) face to face you must provide one document from List 1 and one document from List 2 for each applicant.  
(Any item which is duplicated in List 1 and List 2, will only be accepted as one form of identification)
- If you have not seen the applicant(s) face to face you must provide two documents from List 1 and one document from List 2 for each applicant.  
(Any item which is duplicated in List 1 and List 2, will only be accepted as one form of identification)
- Each document must be a photocopy of the original document, and must contain the original signature of the person certifying.
- The person who has seen the original document must certify each document using the following wording: 'I certify that this is a true copy'. They must then state their name, company name, and each certification must be signed and dated.
- If you have seen the applicant face to face, and the document includes photographic identification, you are also certifying that this is a good likeness of the applicant.
- Mortgage Introducers who are certifying documentation must be FSA authorised.
- A professional person (eg Solicitor) covered by money laundering regulations may also certify copies of identification documents.

**We are not permitted to accept Identification Documents by fax or email**