

## IDENTITY REQUIREMENTS

### LIST 1: PROOF OF IDENTITY

- Current valid passport (must contain English translation)
- Current UK old style driving licence (full licence only – old style provisional licence is not acceptable)
- Current UK photocard driving licence (full or provisional) – counterpart not required
- Benefit book or most recent letter from the Benefits Agency confirming the right to benefits (issued within the last 6 months or valid for the current year)
- Firearms certificate/shotgun licence
- Most recent HM Revenue & Customs tax notification (issued within the last 6 months or valid for the current year – SA302, P60, P45 not acceptable)
- Northern Ireland Electoral ID card (no more than 10 years old)
- EU/EEA Member state ID photocard. (UK ID cards are not acceptable)  
**Not acceptable for products with Free Standard Legals**
- National ID card (for non-EEA foreign nationals)  
**Not acceptable for products with Free Standard Legals**

### LIST 2: PROOF OF ADDRESS

- Confirmation from an electoral register search that a person of that name lives at that address  
**Not acceptable for products with Free Standard Legals**
- Recent utility bill (issued within the last 6 months) Mobile phone bills are not acceptable
- Most recent bank, building society or credit union statement, letter or passbook containing current address (issued within the last 6 months) Internet statements not acceptable
- Most recent mortgage statement from a recognised lender (issued within the last 6 months or valid for the current year)
- Benefits book or most recent notification from the Benefits Agency confirming the right to benefits (issued within the last 6 months or valid for the current year)
- Current UK old style driving licence (full licence only – old style provisional licence is not acceptable)
- Current UK photocard driving licence (full or provisional) – counterpart not required
- Local authority tax bill (issued within the last 6 months or valid for the current year)
- Local council tenancy agreement  
**Not acceptable for products with Free Standard Legals**
- Most recent HM Revenue & Customs tax notification (issued within the last 6 months or valid for the current year – SA302, P60, P45 not acceptable)

## 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 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 of the original'. 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 must state 'I certify that this is a true likeness of the applicant'.
- Mortgage Introducers who are certifying documentation must be FSA authorised.
- A professional person (eg Lawyers) covered by money laundering regulations may also certify copies of identification documents.

**We accept identification documents via document upload, email, fax or post.  
We will only accept correctly certified identification documents.**