

Identity should be verified by ensuring that the customer has supplied one item from **List A** and one item from **List B**, with certified copies attached.

List A – Evidence of Name

| Evidence of Name | Reference/ Account Number | Issuing Authority | Place of Birth | Date of Birth | Date of Expiry/Issue | Certified copy attached Please tick ² |
|---|------------------------------|---|----------------|---------------|-------------------------|--|
| Current Signed Passport or EEA Member State Identity Card | | Country | | | | <input type="checkbox"/> |
| Resident Permit issued to EEA nationals by Home Office | | | | | | <input type="checkbox"/> |
| Current UK or EEA Photo Driving Licence ¹ | | | | | | <input type="checkbox"/> |
| Current Full UK Driving Licence (old style) ¹ | | | | | | <input type="checkbox"/> |
| Firearms/shotgun certificate | | | | | | <input type="checkbox"/> |
| State Pension or Benefits Book/notification letter ¹ | | | | | | <input type="checkbox"/> |
| Sub-contractors Certificate 3 | | | | | | <input type="checkbox"/> |
| Inland Revenue tax notification | | Type: Tax assessment/Statement of Account/Notice of Coding* 4 | | | | <input type="checkbox"/> |

List B – Evidence of Address

| Evidence of Address ⁵ | Reference/sort code/account number | Address (Delete as applicable*) | Date of Issue | Certified copy attached Please tick ² |
|---|------------------------------------|---|--------------------|--|
| Most recent mortgage statement | | Name of Lender Current / Previous | | <input type="checkbox"/> |
| Current Local Authority Tax Bill | | Name of Authority Current / Previous | | <input type="checkbox"/> |
| Local Authority rent card or tenancy agreement | | Name of Authority Current / Previous | | <input type="checkbox"/> |
| Bank/building society/credit union statement ⁶ | | Name of Issuer Current / Previous | | <input type="checkbox"/> |
| House or motor insurance certificate | | Name of Issuer Current / Previous | | <input type="checkbox"/> |
| Utility bill (not mobile phone) ⁶ | | Name of Utility Current / Previous | | <input type="checkbox"/> |
| Current UK/EEA Photo Driving Licence ¹ | | | Current / Previous | <input type="checkbox"/> |
| Current Full UK Driving Licence (old style) ¹ | | | Current / Previous | <input type="checkbox"/> |
| State Pension or Benefits Book/notification letter ¹ | | Issuing Authority Current / Previous | | <input type="checkbox"/> |

Notes

1. These items may be used to evidence address or identity but not both.
2. When attaching certified copies of the evidence please also record the relevant details on this sheet as this will help with record keeping in the event that copy documents become detached from the certificate.
3. For self-employed persons in the construction industry - tax exemption certificate with photograph (C154 and C156).
4. Please delete as appropriate. The document must be issued by the Inland Revenue. A P45 or P60 issued by an employer is not acceptable for this purpose.
5. The previous address should also be verified if the applicant has been at the current address for less than 3 months.
6. These items must not be more than 3 months old.

*Delete as applicable