

# VERIFICATION OF IDENTITY CONFIRMATION FORM

This form **MUST** be completed by the introducing intermediary for **EACH APPLICANT** applying for mortgage facilities from Rooftop Mortgages Limited and submitted with the mortgage application.

Applicant Name:

Date of Birth:

## Method of Identification

### FACE-TO-FACE

Please indicate **two** methods of identification, one from Section A **and** one from Section B.

### NON-FACE-TO-FACE (by post etc)

Please indicate **three** methods of identification, one from Section A **and** one from Section B, plus one further document from either section.

### Please note:

- You cannot use the same item in both sections
- At least one document must contain the applicant's signature
- **YOU MUST ENCLOSE CERTIFIED COPIES OF THE DOCUMENTS WITH THIS FORM**

### Section A - Proof of Name

- |                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Current signed valid passport                                                                                                                 |  |
| 2. Current Full UK photo-card driving licence (both paper & photo section required)                                                              |  |
| 3. Current Full UK old style driving licence                                                                                                     |  |
| 4. Armed Forces Identity Card                                                                                                                    |  |
| 5. Current employers signed photo identity card                                                                                                  |  |
| 6. Construction industry tax exemption certificate with photo of holder issued by the Inland Revenue -CIS4(P), CIS6, CIS25 (similar to old SC60) |  |
| 7. Firearms or shotgun certificate                                                                                                               |  |
| 8. Inland Revenue tax notification                                                                                                               |  |
| 9. Benefit book or original notification letter from the Benefits Agency confirming the right to benefits                                        |  |
| 10. Residence permit issued by Home Office to EU nationals on sight of own country passport                                                      |  |

### Section B - Proof of Address

- |                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Applicant on voters roll at current address                                                                                      |  |
| 2. Bank, building society, credit card or credit union statement or passbook containing current address -dated within last 3 months |  |
| 3. Utility Bill (gas, electric, landline phone)- dated within last 3 months                                                         |  |
| 4. Local authority council tax bill (MUST be for current year)                                                                      |  |
| 5. Mortgage statement (MUST be most recent)                                                                                         |  |
| 6. Benefit book or original notification letter from the Benefits Agency confirming the right to benefits                           |  |
| 7. Current Full UK photo-card driving licence                                                                                       |  |
| 8. Vehicle licence renewal notification (V11) - issued within the previous 12 months                                                |  |
| 9. Vehicle registration document (V5C) - issued within the previous 12 months                                                       |  |

### Declaration:

I/We certify the applicant's identity has been verified as indicated above and certified copies of the underlying documents are attached. I/We have seen the original document of the certified copy and any requiring a signature were pre-signed. I/We further confirm the applicant is applying on his/her own behalf and as a nominee, trustee or in a fiduciary capacity for any other person.

Signed:

Dated:

Name:

Position:

Intermediary Firm & FSA Number: