

Proof of Identity checklist for Individuals

To prove identity in accordance with the Money Laundering Regulations, an original document from each column below must be presented in person by the owner themselves at one of our offices or alternatively copies sent in advance of a virtual meeting during which the originals can be seen. If one document is being used for proof of name, then it cannot also be used for proof of address. All documents must be in date and not expired.

Our preferred documents are highlighted in pink in priority order and should be used if available.*

Proof of Name	Proof of Address
Current signed passport	Current UK driving licence (but only if not used for the name evidence)
EEA member state identity card (which can also be used as evidence of address if it carries this)	Local authority council tax bill <u>for the current council tax year</u>
Current UK or EEA photocard driving licence	Utility bill (gas, electric, satellite televisions, landline phone bill) <u>issued within the last three months</u>
Full old-style driving licence	Bank, Building Society or Credit Union Statement or passbook <u>dated within the last three months</u> * We do <u>not</u> generally accept credit card statements *
Photographic registration cards for self-employed individuals in the construction industry – CIS4	Original mortgage statement from a recognised lender <u>issued for the last full year</u>
Benefit book or original notification letter from Benefits Agency	Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address
Firearms or shotgun certificate	Council or housing association rent card or tenancy agreement <u>for the current year</u>
Residence permit issued by the Home Office to EEA nationals on sight of own country passport	Benefit book or original notification letter from Benefits Agency
National identity card bearing a photograph of the applicant	HMRC self-assessment letters or tax demand dated <u>within the current financial year</u>
	Electoral Register entry or NHS Medical card or letter of confirmation from GP's practice of registration with the surgery

**We understand that not everybody has the listed documents above and if these are not available, then alternative documents must be provided as agreed with us.*