

## VERIFICATION OF IDENTITY



### PLEASE COMPLETE THIS FORM AND RETURN

The Money Laundering Regulations 2003 require us to obtain evidence of our clients' identity and residence at the beginning of every transaction.

We will need to see originals of one document from List 1 and one document from List 2, for each client.

We can only accept copies of these documents when a qualified staff member in a branch of your chosen mortgage lender or local solicitor is able to certify copy documents with the following wording:

*"I/We hereby certify that the enclosed document is a true copy of the original produced to me by (insert full name) on (insert date)".*

They should then sign and print their name and imprint their stamp on the copy of the identity evidence.

If you are enclosing originals of important documents i.e. passport or driving licence, we recommend that you send these by guaranteed next day delivery.

We will return original documentation by recorded delivery. If you would rather we returned your original documentation by guaranteed next day delivery (at your cost) please tick the following box

#### LIST 1 – Evidence of Identity

- Full and Valid Passport
- Full or Provisional Driving Licence
- A Valid HM Forces Identity Card

#### LIST 2 – Evidence of Residence

- Inland Revenue tax notification, self assessment statement or tax demand.
- House or motor insurance certificate
- An original council tax bill less than 3 months old
- An original council rent book showing rent paid for the last 3 months.
- An original mortgage statement for the mortgage accounting year just ended.
- A firearm or shotgun certificate
- An original statement for either your current account or credit card account.

We also need each client's National Insurance Number.

I/We enclose the following documents for each of us as evidence of our identity in accordance with the requirements of the Money Laundering Regulations 2003:-

Method of Identity	First Client	Second Client
Evidence of Identity from List 1		
Evidence of Identity from List 2		
National Insurance Number		
Signed (each client)		

*NB. If you are having difficulties complying with any of the above requirements, please ask your lender to confirm what they will allow us to accept instead of the above. Please note that we will need evidence in writing from your lender as to what they agree with you in these circumstances.*