

# Identity documentation guidelines (UK)

## What documents do I need to provide?

- Please supply **one** document from **each** section below, or as specified in your covering letter if you have contacted us separately.
- The same document cannot be used to cover both sections, and they must each come from a different source.
- **At least one of the documents provided must include your date of birth.**
- We recommend you **do not send us valuable original documents but instead send us certified copies of your documents.**  
**Please see our Certification Requirements overleaf.**

## SECTION ONE: EVIDENCE OF PERSONAL IDENTITY (PHOTO ID REQUIRED)

- Current signed Passport
- Current signed UK / EEA photo-card Driving Licence (full or provisional), or Blue Disabled Driver's Pass
- National Identity Card
- Shotgun or Firearm Licence

## SECTION TWO: EVIDENCE OF ADDRESS

**(Please note the full address must be stated for the document to be acceptable)**

- Utility bill (e.g. electric, gas, water), dated within the last 3 months or a certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms **Note:** We do not accept documents printed from the internet
- Recent system-generated Bank Account, Credit Card or Investment Statement posted to you by a regulated financial or credit institution, indicating that an account / investment / insurance relationship exists (dated within the last 3 months) **Note:** we do not accept documents printed from the internet
- Local authority tax bill (valid for current year)
- Current signed UK / EEA photo-card driving licence (full or provisional)
- Current full UK driving licence (old paper style version)
- Solicitor's letter confirming house purchase or land registry confirmation
- Local council rent card or tenancy agreement
- Recent evidence of entitlement to a state or local authority funded benefit, including housing benefit and council tax benefit or state pension (dated within the last year)
- Most recent HM Revenue and Customs (HMRC) tax coding notification, assessment or statement
- Northern Ireland voter's card

**Within 24 hours of receipt, any original or certified documentation you provide will be copied for our records and returned to you using the Royal Mail Signed For service.**

**Should you be unable to provide the required documentation, please do not hesitate to contact us.**

# Identity documentation guidelines (UK)

## CERTIFICATION REQUIREMENTS

### Send us a certified copy instead of original documents

We recommend you do not send us valuable original documents such as your passport, driving licence or benefit book. Instead, please arrange for a copy of your documentation to be certified and send it to us.

### How to certify your documents

Take your documents to one of the following suitable persons for certification:

- a representative of a regulated Financial or Credit Institution (such as your bank)
- a practicing solicitor/lawyer
- a practicing chartered or certified accountant
- a practicing notary public
- officials of an embassy, consulate or high commission

### Guidelines for certification

- **The certifier must be easily contactable and not a family member.**
- **All documents should clearly show the words “certified a true copy of the original”, and for photo evidence “the photo is a true likeness of the individual”**
- **The certifier must sign, date, print their name, provide their professional position/capacity and their full address details.**
- **The certification must be dated within the last 6 months**