

# Identity documentation guidelines (Non-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.
- **Documents must be in English or have been translated into English. Translated documents must be attained through an accredited translation service and suitably certified.**

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

- Current signed Passport
- Current signed Photo-Card Driving Licence
- Government issued National Identity Card

## 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 Photo-Card Driving Licence
- Solicitor's letter confirming house purchase or land registry confirmation, or equivalent
- Government issued National Identity 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.

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## 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**
- **Certification must be in English or have been translated into English. Translated certification must be attained through an accredited translation service and suitably certified**