

# individuals / guarantors identity verification certificate



name of applicant 1	name of applicant 2
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which of the following have you carried out with each applicant?

<b>face to face identification</b>	<b>non face to face identification</b>
<input type="checkbox"/> applicant 1 <input type="checkbox"/> applicant 2	<input type="checkbox"/> applicant 1 <input type="checkbox"/> applicant 2
If you have carried out face to face identification please certify by signing and dating one evidence of name and one evidence of address. <b><i>This is required for each applicant.</i></b>	if you have carried out non face to face identification please certify by signing and dating one evidence of name, one evidence of address and one other document which may be either evidence of name or address. <b><i>This is required for each applicant.</i></b>

<b>evidence of name</b>		app 1	app 2	<b>evidence of address</b>		app 1	app 2
current full signed passport (black & white copy only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	electoral roll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
resident permit issued to EU Nationals by Home Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	recent mortgage statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
current UK/EU Photocard Driving Licence (both sides of photocard and counterpart)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	current local authority council tax bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
current full UK Driving Licence (old style)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	recent bank/building society statement (within last 3 months) no internet statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
firearms certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	recent utility bill (within last 3 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
state pension/benefits book/notification letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	no mobile phone bills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sub contractors certificate, bearing the holders photograph (C1S4, C1S5, C1S6) construction industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	current UK/EU photo driving licence (if not used as evidence of name)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
recent inland revenue tax notification (within last 12 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	current full UK driving licence (old style) (if not used as evidence of name)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				local council rent card or tenancy agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**where ID not available**

A letter or statement from a person in a position of responsibility (ie Solicitor, Doctor, Teacher) who knows the client is acceptable and must confirm the following: **"confirm that the client is who he says he is and confirm his permanent address"**

please tick box if this option has been used

**certified identification**

All copy documents should be certified by one of the following: UK Lawyer, Banker, Authorised Financial Intermediary, Mortgage Broker, Accountant, Post Master/Sub Post Master.

Certified copies of identification should be dated and signed "original seen". If the evidence contains a photograph the adviser should also sign to confirm that the photograph shows a likeness to the person.

I, \_\_\_\_\_ Sign \_\_\_\_\_

(please sign and print name) on behalf of \_\_\_\_\_

confirm that the attached are certified copies. \_\_\_\_\_

My FSA registration number is \_\_\_\_\_ (if applicable)