

ID & Address Requirements

For an authorized user, director or major shareholder ID check, we will accept one document from list A and two supporting documents from list B (please refer to lists below). Please note that we only require certified photocopies of documents. Certified copies should be signed, date, marked 'original seen' and bear the name, address, occupation and contact details of the certifier. Copies can be certified by a practicing solicitor, banker, accountant, teacher, doctor, minister of religion, postmaster/sub-postmaster, authorized financial intermediary or similar professional. You do not need to send original documents but if you do these will be returned.

List A – Government issued documents (Proof of ID & nationality)	List B – Supportive documents (Proof of address)
<ul style="list-style-type: none"> Valid UK passport 	<ul style="list-style-type: none"> Valid UK driving license (full or provisional, if not used in List A)
<ul style="list-style-type: none"> Valid UK driving license – photo-card (full or provisional) 	<ul style="list-style-type: none"> Valid old style driving license – paper
<ul style="list-style-type: none"> Valid non-UK passport or national ID card 	<ul style="list-style-type: none"> Current bank or mortgage statement or credit/debit card statement issued by a regulating financial sector firm in the UK – includes bank or building society savings books (not internet printed)
<ul style="list-style-type: none"> Shotgun license or firearms certificate 	<ul style="list-style-type: none"> Utility bill or landline telephone bill (not internet printed, landline number must be the same quoted on the application) Council tax bill Evidence of applicant being on voters roll (include reference number or printed copy as evidence) Solicitors letter confirming recent house purchase and previous address HM Revenue & Customs correspondence – relating to current tax year

General rules
<p>List A – Proof of identity ‘validation’</p> <p>Identification supplied by the applicant e.g. passport/driving license etc. (must be valid, not expired or out of date). The same document cannot be used to verify both ID and address.</p>
<p>List B – Proof of address ‘validation’</p> <ul style="list-style-type: none"> All utility bill and bank statements must be dated within the last 90 days (90 days must be calculated from the receipt of the application form) Mortgage statements must be dated within the last 6 months Council tax and HMRC documents must be the most recent bill/statement and dated within the last 12 months.