

ID & Address Requirements

What is needed to certify a document

We only require certified photocopies of documents. These should be signed, dated, stamped (if applicable), have your full printed name and contain the wording “certified to be a true copy of the original seen by me and if applicable a true likeness of the individual” as well as bearing the name and the company they work for. Please see example on page 3.

Who can certify a document

Copies can be certified by a practicing solicitor, notary, banker, chartered accountant, teacher, doctor, minister of religion, councilor, dentist or lecturer, authorised financial intermediary or similar professional. You do not need to send original documents but if you do these will be returned. The certifying professional being used cannot be related to the applicant.

Joint application information

Joint bank statements/ utility bills may be provided in the case of joint applications as proof of address if the names on the accounts are identical to the case. They will still also have to meet the criteria listed in ‘List B – Supportive documents (Proof of address)’ below.

For an authorised 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).

List A – Government issued documents (Proof of ID & nationality)	List B – Supportive documents (Proof of address)
Valid UK passport*	Valid UK driving licence (full or provisional, if not used in List A)
Valid UK driving licence – photo-card (full or provisional)*	Valid old style driving licence – paper
Valid non-UK passport or national ID card*	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 and digitally obtained bank statements.
Shotgun licence or firearms certificate*	- Utility bill or landline telephone bill either paper or digitally obtained. - 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 (excluding tax return)

***Please ensure that all photographic ID contains a clear and easily identifiable photo.**

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General rules

List A – Proof of identity ‘validation’

Identification supplied by the applicant e.g. passport/driving licence etc. (must be valid, not expired or out of date). The same document cannot be used to verify both ID and address.

List B – Proof of address ‘validation’

- 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.

Correctly Certified Example



Certified to be a true copy of the original
Seen by me and a true likeness of the individual

J. Bragg

Joseph
Bloggs

Certify Us Limited

1. 1. 2021

10 ABC ROAD
LONDON
SW1 2AB