

Certification of Identification Documents



International

The person certifying the document should complete all of the sections below and attach a copy of the relevant identity document. This form can be used to certify both identity and residential address.

Please complete in block capitals

I _____ have seen the original _____* in the name of _____ and certify that this is a true and accurate copy of the original. The reference number or other distinguishing feature of this document is _____. Where the document contains a photograph, I certify that the image bears a true likeness to the document owner.

Name of certifier _____ [print name]

Signature of certifier _____

Date of certification _____

Capacity of certifier _____ [Occupation]**

Business name _____

Contact business address _____

Contact telephone number _____

Email address _____

* Passport, Photographic Driving Licence and Photographic National ID Card may be used to verify identity. A recent account statement (no more than 3 months old) from a recognised bank, building society or credit card company or the most recent mortgage statement from a recognised lender can be used to verify residential address. A photographic driving licence or national identity card containing current residential address can also be used to verify address if the document has not already been used to verify identity. Address may also be verified through a recent (no more than 3 months old) rates, council tax or utility bill, correspondence from an official independent source such as a central or local government department or agency, a lawyer's confirmation of property purchase or a legal document recognising title to property. Mobile telephone bills, store cards and any document showing a "care of" address or non-residential address are not acceptable as evidence of address under any circumstances.

** Suitable persons to certify evidence of identity include a member of the judiciary, a senior civil servant, a serving police or customs officer, an officer of an embassy, consulate or high commission, a lawyer or notary public, and actuary, accountant or company secretary who is a member of a recognised professional body or the director or manager of a regulated business in an equivalent jurisdiction.

Identification documents should

1. Include a legible photograph
2. Include a legible date and place of birth
3. Be valid (not out of date)
4. Clearly show the holder's signature
5. Clearly show the holder's nationality

Address documents should

1. Be in the name of the account holder or applicant
2. Be no more than 3 months old
3. Show the current residential address of the account holder or applicant
4. Conform to the document types outlined above

If you have any questions about the completion of this document or any other part of the certification process, please call our Customer Service Department on 01624 - 696000 for further assistance.