

## VERIFICATION OF YOUR IDENTITY

### PLEASE COMPLETE AND RETURN

Under the requirements of the Money Laundering Regulations 2007, the solicitors Regulation Authority, and the Council Mortgage Lenders, we are obliged to obtain evidence of our clients' **identity** and **residence** at the start of every transaction. We are under a duty to obtain this from you at the earliest opportunity please.

We must see the originals of one document from List A, and one document from List B, for each client.

We will accept copies of these documents where either you use the Post Office Identity Checking Service or a qualified staff member in a branch of your chosen mortgage lender is able to certify copy documents with the following wording:

"I certify that the enclosed document is a true copy of the original produced to me by <full name> on <date>".

We enclose a pre-paid envelope for your assistance. If you are enclosing originals of important documents i.e. passport or driving licence, then we recommend that these are sent to us by guaranteed next day delivery.

We will return original documentation by recorded delivery post. If you wish your documentation to be returned by guaranteed next day delivery at your cost, please tick the following box.

It is a criminal offence to impersonate another person, assist in the impersonation or attempt to do so. We have a duty to report suspicions to the relevant authorities.

I/We enclose the following documents for each of us as evidence of our identity in accordance with the requirements of the Money Laundering Regulations 2003.

### LIST A – Evidence of Identity

- Full Valid Passport
- Full UK Driving Licence
- A Valid HM Forces Identity Card
- A firearm or shotgun certificate

### LIST B – Evidence of Residence

(Please ensure that the ID you select provides evidence of your residence i.e. contains your current address)

- An original statement not more than three months old for either your current account or credit card account (Not store cards)
- An original utility bill less than three months old (e.g. gas, water, electricity, home telephone, but not mobile phone bills)
- Inland Revenue tax notification, self assessment statement or tax demand (Not P60/P45)
- An original mortgage statement for the mortgage accounting year just ended
- An original council tax bill for the current year
- An original council rent book showing rent paid for the last three months
- Home insurance certificate
- NHS Card
- Television Licence
- Pension Book

Method of Identity	First Client	Second Client
Evidence of Identity (List A)		
Evidence of Residence (List B)		
Signed by each client		