



When unable to complete electronic verification, we must identify the client from documents which confirm their identity and where they live.

Acceptable documents:

Two separate documents must be provided to verify the applicant's name, residential address and date of birth.

Documents must be originals and can only be used once throughout the whole process; i.e. Only used once for either address verification or for identification.

All customers who are Non UK or Irish Nationals will be required to provide evidence of right to remain/reside in the UK. These customers must provide evidence of a 'share code' or permanent rights to reside.

The following documents can be accepted:

- A share code detailing 'settled' or 'pre-settled' status.
- Passport with valid stamp for Indefinite/Right of Abode UK Residency.
- A Biometric Residency Permit showing 'indefinite' rights to remain.
- A letter from the Home Office confirming the customer's 'indefinite' right to remain in the UK.

For more information on Share Codes, please see [gov.uk/view-prove-immigration status](https://www.gov.uk/view-prove-immigration-status)

Name Identification	Requirements
Valid UK Passport	Must show the applicants full name, date of birth, signed and be within date
Non UK Passport and Visa	Must show the applicants full name, date of birth, signed and be within date
Valid Photocard Driving Licence (either full or provisional)	Must show the applicants full name, date of birth, signed and be within date and confirm the applicants current address
Valid Paper Licence (full Only)	Must show the applicants full name, date of birth, signed and be within date and confirm the applicants current address
National Identity Card	Must show the applicants full name, date of birth, signed and be within date
Firearms Certificate of Shotgun Licence	Must show name and address, date of birth, signed and valid and reference number
Identity Card	Must show, name and date of birth and still be within date. Both sides of card required
UK Benefits/State Pension Notification Letter	Must confirm the applications name and current address and must be dated within the last 12 months
Blue Disabled Drivers Pass (UK only)	Show the applicants full name, date of birth and within date

Address Identification	Requirements
Valid Photocard Driving Licence (either full or provisional)	Must show the applicants full name, date of birth, signed and be within date and confirm the applicants current address
Valid Paper Licence (full Only)	Must show the applicants full name, date of birth, signed and be within date and confirm the applicants current address
UK Bank, Building Society, or Credit Union Statement	Must be dated within the last 3 months and show the clients name and address. Must have transactions showing on statement
UK Credit Card Statement	Must be dated within the last 3 months and show the clients name and address. Must have transactions showing on statement
Mortgage Statement	Must be dated within the last 12 months & show applicants name and current address
UK Benefits/State Pension Notification Letter	Must be dated within the last 12 months and show clients name and address
Local Authority Tax Bill	Must be dated within the last 12 months and show clients name and address
Gas, electric or Water Bill	Must be dated within the last 3 months

How to certify a document

All ID documents must have the following present to satisfy certification requirements. This must be recorded by the FCA Registered Mortgage Intermediary:

- Name of the certifier;
- Title of the certifier – title is defined as describing someone's position or job;
- Signature of the certifier;
- Date of certification, which must not be older than 3 months at the time of the application and;
- Written confirmation from the certifier stating "I hereby certify that this is a true and correct copy of the original document as sighted by me" (suggested text / variations are acceptable).

IF NOT able to certify by an FCA Registered mortgage intermediary, the customer can take their document to one of the below to get the document certified:

UK/EU Lawyer, Notary, UK/EU Barrister or an UK/EU Accountant who is a member of a recognised professional body AND must include all the points stated above.



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