

VERIFICATION OF IDENTITY FORM FOR PRIVATE INDIVIDUALS

1. DETAILS OF INDIVIDUAL

Name of Applicant/Trustee/Third Party (delete as applicable and provide relationship to the applicant if appropriate)

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Date of Birth		Nationality		Normal Country of Residence	
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Current Address		Previous address if applicant has changed address in the last three months

FACE TO FACE/NON FACE TO FACE APPLICATION (Delete as applicable)

Section A		
I / We confirm that:		
(a) the information in section 1 was obtained by me / us in relation to the customer; (b) the evidence I / we obtained to verify the identity of the customer:		
Please tick only one of the following as appropriate		Tick
(i) Meets the standard evidence set out within the guidance for the UK Financial Sector issued by the JMLSG; or		
(ii) Exceeds the standard evidence (written details of the further verification evidence taken are attached to this confirmation)		

Section B	Tick
I/We have not verified the identity of the Applicant for the following reason(s):	

Full Name of Regulated Firm:	
Name of Regulator:	Financial Services Authority
Regulator Reference Number:	

Signed*:	
Name:	
Position:	
Date:	

Company Stamp:

*** Note that this certificate must be signed by the person who has seen the original documentary evidence.**

Source of Wealth (if applicable)	
Income (if applicable)	
Occupation (if applicable)	

LIST A – SINGLE DOCUMENT VERIFICATION	Reference/ account number	Issuing Authority/ Country	Place of Birth	Date of Birth	Date of Expiry	Certified copy attached?(6)
Current Passport						
Identity card issued by the Electoral office Northern Ireland					Date of Expiry	
Current UK Photo Driving Licence					Date of Issue	
Firearms/ shotgun certificate		Issuing Authority			Date of Issue	

LIST B – EVIDENCE OF NAME	Reference/ account number	Issuing Authority/ Country	Place of Birth	Date of Birth	Date of Expiry	Certified copy attached?(6)
EEA State / National ID Card					Date of Expiry	
State Pension / Benefit book or Notification Letter (1)		Issuing Authority			Date of Issue	
Subcontractors Certificate (2)		Issuing Authority			Date of Issue	
Current Full UK Driving Licence (old style) (1)					Date of Issue	
HMRC Tax Notification (3)		Type: Tax assessment/ Statement of Account / Notice of coding			Date of Issue	
Resident Permit issued to EU Nationals by Home Office					Date of Expiry	
Local Authority Tax Bill (1)		Name of Authority	Address Current / Previous (5)		Date of issue	
Local Authority rent card / Tenancy agreement (1)		Name of Authority	Address Current / Previous (5)		Date of issue	

LIST B – EVIDENCE OF ADDRESS	Reference/sort code/account number	(5)			Certified copy attached? (6)
Home Visit			Premises Entered? Y/N	Date of Visit	
Solicitor letter confirming completion of house purchase or land registration				Date of letter	
Electoral roll check (4)				Date of Check	
Most Recent Mortgage Statement		Name of Lender	Address Current / Previous	Date of issue	
Current Local Authority Tax bill (1)		Name of Authority	Address Current / Previous	Date of Issue	
Local Authority rent card or tenancy agreement (1)		Name of Authority	Address Current / Previous	Date of Issue	
Bank/building society/credit union statement		Name of Issuer	Address Current / Previous	Date of Issue	
House or motor insurance certificate		Name of Issuer	Address Current / Previous	Date of Issue	
Utility Bill (not mobile phone)		Name of Utility	Address Current / Previous	Date of Issue	
Current Full UK Driving Licence (old style) (1)			Address Current / Previous	Date of Issue	
State Pension / Benefits Book or notification letter (1)		Issuing Authority	Address Current / Previous	Date of Issue	

Notes Other forms of evidence may be accepted by some providers; if in doubt please enquire.

- (1) These items may be used to evidence address or identity but not both.
- (2) For self-employed persons in the construction industry – tax exemption certificate with photograph (C1S4 and C1S6)
- (3) Please delete as appropriate. Please note that a P45 or P60 issued by an employer are not acceptable for this purpose.
- (4) You must submit a certified copy of the search if you are relying on this as evidence
- (5) The previous address should also be verified if the applicant has been at the current address for less than 3 months.
- (6) If attaching certified copies of the evidence please also record the relevant details on this sheet as this will help with record keeping in the event that copy documents become detached from the certificate.

SOURCE OF FUNDS CONCESSION	Account name	Account No	Sort code
Payment is to be made from above account by direct debit/debit card etc - evidence of account ownership (e.g. bank statement) seen			
Payment is being made from the intermediary's client bank account - applicants original cheque drawn on their own account (as above)			

