



Identity and Address Documents

To proceed with your instructions we must verify your identity and address. Please provide us with a copy or photo of one government issued identity document (or two government issued non-photographic identity documents) AND an address document.

Identity documents	Address documents
<ul style="list-style-type: none"> • Passport • Photocard driving licence* • EEA Identity card • National Identity card (non-EEA) • Residence Permit (Home Office issued) • Firearms/Shotgun certificate • Photographic registration cards (self-employed individuals and partnerships in the construction industry) • Benefit book or original notification letter confirming the right to benefits • Tax bill/statement • Birth and/or Marriage certificate 	<ul style="list-style-type: none"> • Utility bill[†] • Bank statement[†] • Credit card statement[†] • Council tax bill • Mortgage statement[†] • Photocard driving licence* • Court document • Current lease • Solicitor's house purchase letter
<p>*Photocard driving licence can be used for ID or address (not both)</p> <p>[†]Must be less than 3 months old</p>	

These documents will need to be certified, this can be done in one of the following ways:

- 1 bring the original documents with you when you meet with us in person;
- 2 provide a copy or photograph of the original documents prior to a pre-arranged video meeting and have the originals available at that meeting; or
- 3 arrange for a solicitor local to you to certify the documents and send these to us.

Where you are arranging for a local solicitor to certify your documents please ask them to use the following wording:

Photographic ID documents:

"I have seen the original document verifying identify and certify that this is a true copy of the original. The photograph bears a true likeness to the individual requesting certification."

Proof of address documents:

"I have seen the original of this document and certify that this is a true copy of the original."