

Identity Verification Certificate

To be completed by the Introducer



Please fully complete both sides of the form and a separate certificate for each applicant.

Name of Applicant (in full)

Date of Birth

Current Address

Previous address if applicant has changed address in the last three months

FACE - TO - FACE/NON - FACE - TO - FACE APPLICATION*
I/WE CERTIFY THAT (please tick the box beside either Section A or Section B)

*Delete as applicable

Section A

We have verified the identity of the applicant and, having:

- a) seen the original documents;
- b) checked that any requiring a signature were pre-signed; and
- c) confirmed that any associated photograph of the applicant bore a good likeness to the applicant;
have included the relevant reference information and certified documentary evidence on/with this certificate

Please tick

Section B

I/We have not verified the identity of the applicant for the following reason(s):

Please tick

Name of Intermediary Firm:

MCCB Registration Number:

Signed

Name (BLOCK CAPITALS)

Position Held

Date

Company stamp

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

Identity should be verified by ensuring that the customer has supplied one item from **List A** and one item from **List B**, with certified copies attached.

List A – Evidence of Name

| Evidence of Name | Reference/ Account Number | Issuing Authority | Place of Birth | Date of Birth | Date of Expiry/Issue | Certified copy attached Please tick ² |
|---|------------------------------|--|----------------|---------------|-------------------------|--|
| Current Signed Passport or EEA Member State Identity Card | | Country | | | | <input type="checkbox"/> |
| Resident Permit issued to EEA nationals by Home Office | | | | | | <input type="checkbox"/> |
| Current UK or EEA Photo Driving Licence ¹ | | | | | | <input type="checkbox"/> |
| Current Full UK Driving Licence (old style) ¹ | | | | | | <input type="checkbox"/> |
| Firearms/shotgun certificate | | | | | | <input type="checkbox"/> |
| State Pension or Benefits Book/notification letter ¹ | | | | | | <input type="checkbox"/> |
| Sub-contractors Certificate ³ | | | | | | <input type="checkbox"/> |
| Inland Revenue tax notification | | Type: Tax assessment/Statement of Account/Notice of Coding* ⁴ | | | | <input type="checkbox"/> |

List B – Evidence of Address

| Evidence of Address ⁵ | Reference/sort code/account number | Address (Delete as applicable*) | Date of Issue | Certified copy attached Please tick ² |
|---|---------------------------------------|---|---------------|--|
| Most recent mortgage statement | | Name of Lender Current / Previous | | <input type="checkbox"/> |
| Current Local Authority Tax Bill | | Name of Authority Current / Previous | | <input type="checkbox"/> |
| Local Authority rent card or tenancy agreement | | Name of Authority Current / Previous | | <input type="checkbox"/> |
| Bank/building society/ credit union statement | | Name of Issuer Current / Previous | | <input type="checkbox"/> |
| House or motor insurance certificate | | Name of Issuer Current / Previous | | <input type="checkbox"/> |
| Utility bill (not mobile) | | Name of Utility Current / Previous | | <input type="checkbox"/> |
| Current UK/EEA Photo Driving Licence ¹ | | Current / Previous | | <input type="checkbox"/> |
| Current Full UK Driving Licence (old style) ¹ | | Current / Previous | | <input type="checkbox"/> |
| State Pension or Benefits Book/ notification letter ¹ | | Issuing Authority Current / Previous | | <input type="checkbox"/> |

Notes

- These items may be used to evidence address or identity but not both.
- When 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.
- For self-employed persons in the construction industry - tax exemption certificate with photograph (CIS4 and C1S6).
- Please delete as appropriate. The document must be issued by the Inland Revenue. AP45 or P60 issued by an employer is not acceptable for this purpose.
- The previous address should also be verified if the applicant has been at the current address for less than 3 months.

*Delete as applicable