



INTERMEDIARY INTRODUCTION/VERIFICATION CERTIFICATE

- For 'Face-to-Face' applicants/borrowers:** All documentary evidence must be certified as a true copy of the original, dated and signed by a suitable individual (e.g. MCCB or FSA registered intermediary) who has identified the customer/seen and certified original documents, and their relevant registration number and name must be printed clearly on the certified copy.
- For 'Non-Face-to-Face' applicants/borrowers:** Documents can also be certified by a professionally qualified person such as a bank official, teacher/lecturer, accountant, solicitor, doctor, police officer, in which case their contact details i.e. telephone number and address, and any relevant professional registration number must also be clearly stated on the certified copy.
- If an application is made 'Face-to-Face' then there must be one piece of 'Personal Identity' and one piece of 'Evidence of Address' obtained to establish identity.
- If an application is made 'Non-Face-to-Face' then there must be one piece of 'Personal Identity' and one piece of 'Evidence of Address' obtained, plus a further document from either list to establish identity.
- Please attach certified copies of the ID to this form.
- If the certified document includes photographic identification, you are also certifying that this is a good likeness of the applicant.
- No single document or data source must be used to verify both name and permanent address. Please ensure that at least one piece of ID contains the applicant's signature, where possible.
- Where an applicant has recently moved house, the previous address must be validated.

Applicant 1		Applicant 2	
Name	<input style="width: 95%;" type="text"/>	Name	<input style="width: 95%;" type="text"/>
Date of birth	<input style="width: 95%;" type="text"/>	Date of birth	<input style="width: 95%;" type="text"/>
Address	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	Address	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>
Is this application? (please tick one box as appropriate) Face-to-Face <input type="checkbox"/> OR Non-Face-to-Face <input type="checkbox"/>			

Personal Identity Documents:	Applicant 1	Applicant 2	Applicant 1	Applicant 2
Please tick: Current signed passport (black & white photocopy only):	<input type="checkbox"/>	<input type="checkbox"/>	Inland Revenue Tax Notification e.g. tax assessment, statement of account, notice of coding:	<input type="checkbox"/> <input type="checkbox"/>
Current full UK Driving Licence:	<input type="checkbox"/>	<input type="checkbox"/>	Residence Permit issued by Home Office to EU Nationals on sight of own country passport:	<input type="checkbox"/> <input type="checkbox"/>
Current UK or EEA Photo Driving Licence:	<input type="checkbox"/>	<input type="checkbox"/>	Firearms or shotgun certificate:	<input type="checkbox"/> <input type="checkbox"/>
EEA member state Identity Card:	<input type="checkbox"/>	<input type="checkbox"/>	Current self employed construction workers photographic registration cards (CIS4, CIS5, CIS6):	<input type="checkbox"/> <input type="checkbox"/>
Current benefit book or original letter from Benefits Agency confirming the right to benefits or State Pension:	<input type="checkbox"/>	<input type="checkbox"/>		

Documentary Evidence of Address:	Applicant 1	Applicant 2	Applicant 1	Applicant 2
Please tick: Voters roll:	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate Inland Revenue correspondence (if NOT already used to verify identity):	<input type="checkbox"/> <input type="checkbox"/>
Recent utility bill dated within the last 6 months (not mobile phone bills):	<input type="checkbox"/>	<input type="checkbox"/>	Current benefit book or original letter from Benefits Agency confirming the right to benefits (if NOT already used to verify identity):	<input type="checkbox"/> <input type="checkbox"/>
Local Authority council tax bill (valid for current year):	<input type="checkbox"/>	<input type="checkbox"/>	Local council rent card or tenancy agreement:	<input type="checkbox"/> <input type="checkbox"/>
Bank/Building Society statement dated within the last 6 months (no internet bank statements):	<input type="checkbox"/>	<input type="checkbox"/>	Current full UK Driving Licence (if NOT already used to verify identity):	<input type="checkbox"/> <input type="checkbox"/>
Most recent mortgage statement from a recognised lender:	<input type="checkbox"/>	<input type="checkbox"/>	Current UK or EEA Photo Driving Licence (if NOT already used to verify identity):	<input type="checkbox"/> <input type="checkbox"/>

I*, (print name) (position)

of, (Firm) MCCB No/FSA Reg No

confirm that the attached are copies of originals which have been seen by me (or appropriately certified copies for Non-Face-to-Face applicants).

*signature date

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