



CUSTOMER VERIFICATION FORM TO BE COMPLETED BY FSA REGISTERED INTRODUCERS ONLY*

It is a requirement of law to verify an applicant's name and address. Please see the Verification Requirements section below for specific requirements.

Verification Requirements (please tick appropriate box)

Face-To-Face

Please indicate **two** methods of identification for each applicant, one from section A **and** one from Section B.

Non-Face-To-Face

Please indicate **three** methods of identification for each applicant, one from section A **and** one from Section B, plus **one further** document from either section.

Applications From Expatriates

Please ensure that the document submitted from Section B confirms the applicant's current address abroad and is dated within the last three months.

Mortgages plc reserves the right to request alternative and/or additional identification/information as appropriate.

CONFIRMING APPLICANT(S) IDENTITY & RESIDENCY

Please complete the appropriate sections to confirm you have seen the original document. You should send the original or a copy of the original, certified by yourself, a Financial Services Authority registered introducer.

Please note:

- Items may be used to evidence proof of name or residency but not both.
- The person certifying the copy must include the following:
Signature, name, company, date and a statement confirming it is a true copy of the original document.
- Copies must be in black and white only.
- Where a new residential address cannot be verified, as the address may be temporary or the applicant has been at the current address for less than 3 months and verification evidence is not yet available, then the applicant's previous address must be verified.
- Failure to fully complete this form will delay the application.

APPLICANT 1	FULL NAME:	DATE OF BIRTH:
APPLICANT 2	FULL NAME:	DATE OF BIRTH:

SECTION A – PROOF OF NAME	
Current Full Signed Passport	Current Full UK Photo Driving Licence (both paper and photo section required)
Current Full UK Driving Licence (Old Style)	Current Provisional UK Photo Driving Licence (both paper and photo section required)
Current Police Photo Warrant Card	Current HM Customs and Excise Photo Card
Current Inland Revenue 714 Photo Card	Inland Revenue Tax Notification (e.g. tax assessment statement of account/notice of coding)
Current Firearms Certificate	State Pension or Benefits Book / Notification Letter
Known Employer ID Photo Card (card style must be known to staff)	

*or unregulated intermediary for Buy to Let

APPLICANT 1				
Proof of Name Document	Document Reference/Account No	Issuing Issuing Authority/ Country/Employer	Date of Expiry/Issue	Certified Copy Attached
				<input type="checkbox"/>
				<input type="checkbox"/>

APPLICANT 2				
Proof of Name Document	Document Reference/Account No	Issuing Issuing Authority/ Country/Employer	Date of Expiry/Issue	Certified Copy Attached
				<input type="checkbox"/>
				<input type="checkbox"/>

SECTION B – PROOF OF RESIDENCY	
Applicant on current Voters Roll	Utility Bill – less than three months old (not mobile phone)
Medical Cards	Current Local Authority Tax Bill (valid for current year)
HP Agreements	Bank/Building Society Statement (less than three months old)
Credit Card Statement (less than three months old)	Current Full UK Photo Driving Licence (both paper and photo section required)
Current Full UK Driving Licence (Old Style)	Current Provisional UK Photo Driving Licence (both paper and photo section required)
Inland Revenue Tax Notification (e.g. tax assessment statement of account/notice of coding)	

APPLICANT 1					
Proof of Residency Document	Document Reference/Account No/Sort Code	Name of Utility/Creditor/ Authority/Company	Address (delete as applicable)	Date of Expiry/Issue	Certified Copy Attached
			Current / Previous		<input type="checkbox"/>
			Current / Previous		<input type="checkbox"/>

APPLICANT 2					
Proof of Residency Document	Document Reference/Account No/Sort Code	Name of Utility/Creditor/ Authority/Company	Address (delete as applicable)	Date of Expiry/Issue	Certified Copy Attached
			Current / Previous		<input type="checkbox"/>
			Current / Previous		<input type="checkbox"/>

Declaration

I/We certify that I/we have verified the identity of the Applicant(s) and have:

- 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; and
- D) Included the relevant reference information and certified documentary evidence on/with this certificate.

Full name or regulated firm:

FSA reference no:

Signed*:

Full name:

Position:

Date:

* Note: This declaration must be signed by the person who has seen the original documentary evidence.