



# Identification Declaration Form

**FIRST APPLICANT**

**Title** Mr  Mrs  Miss  Ms

**Other**

**First Name(s)**

**Surname**

**Present address**

**Postcode**

**Nationality**

**JOINT APPLICANT**

**Title** Mr  Mrs  Miss  Ms

**Other**

**First Name(s)**

**Surname**

**Present address**

**Postcode**

**Nationality**

**APPLICATION REFERENCE NUMBER (if applicable)**

## Confirmation of Identification Declaration (for new applicants only)

Separate ID must be seen for each applicant in the presence of all applicants and is required before completion of the mortgage. Each applicant is required to provide ID, one item for name and one for address.

### Name verification documents authenticated

Tick against the documents you have used to verify your client's name, from the section below and complete all reference details.

For applications where identification for all clients has been collected on a face-to-face basis by the Introducer: 2 pieces of ID – 1 piece of Name and 1 piece of Address, which must all be different.

For applications where identification for all clients has not been seen on a face-to-face basis by the Introducer: 4 pieces of ID – 2 pieces of Name and 2 pieces of Address which must all be different. We cannot accept photographic ID where the client has not been seen. We would also be required to carry out an additional check where no-one within the process has seen the client on a face-to-face basis.

First Applicant	Joint Applicant
<input type="checkbox"/> <b>Current full signed passport</b>	
Reference number	
Place of birth	
Date of birth	
Date of expiry	
<input type="checkbox"/> <b>Resident permit issued to EEA nationals by Home Office</b>	
Reference number	
Date of expiry	
<input type="checkbox"/> <b>Current UK/EEA photo driving licence (if not used for address)</b>	
Reference number	
Date of expiry	
<input type="checkbox"/> <b>Current full UK driving licence (old style) (if not used for address)</b>	
Reference number	
Date of expiry	
<input type="checkbox"/> <b>Current firearms certificate</b>	
Reference number	
Date of issue	
Issuing authority	
<input type="checkbox"/> <b>Current State pension or benefits book / notification letter (if not used for address)</b>	
Reference number	
Date of issue	
Issuing authority	
<input type="checkbox"/> <b>Current Sub-contractor's certificate</b> - For self-employed persons in the construction industry - tax exemption certificate with photograph.	
Reference number	
Date of issue	
Issuing authority	
<input type="checkbox"/> <b>Latest Inland Revenue tax notification</b>	
Reference number	
Date of issue	
Type (e.g.: Notice of coding)	

## Address verification documents authenticated

Tick against the documents you have used to verify your client's address from the section below, and complete all reference details.

### First Applicant (new applicants only)

### Joint Applicant (new applicants only)

**Recent Home visit**

Premises entered?

Date of visit  (dd/mm/yyyy)

(dd/mm/yyyy)

**Solicitor letter confirming completion of recent house purchase or land registration** - You must submit a certified copy of the letter or search if you are relying on this as evidence. The previous address must also be verified.

Date of letter  (dd/mm/yyyy)

(dd/mm/yyyy)

Copy of the letter  Please tick to confirm a copy is attached

Please tick to confirm a copy is attached

**Most recent mortgage statement**

Account number

Name of lender

Address current?

Date of issue  (dd/mm/yyyy)

(dd/mm/yyyy)

**Current local authority tax bill**

Reference number

Name of authority

Address current?

Date of issue  (dd/mm/yyyy)

(dd/mm/yyyy)

**Current Local authority rent card or tenancy agreement**

Reference number

Name of authority

Address current?

Date of issue  (dd/mm/yyyy)

(dd/mm/yyyy)

**Bank / building society / credit union statement or passbook (no more than 3 months old).**

Sort code and acc. number

Name of issuer

Address current?

Date of issue  (dd/mm/yyyy)

(dd/mm/yyyy)

**Utility bill (not mobile phone) (no more than 3 months old).**

Reference/account number

Name of utility company

Address current?

Date of issue  (dd/mm/yyyy)

(dd/mm/yyyy)

## Address verification documents authenticated (continued)

### First Applicant (new applicants only)

### Joint Applicant (new applicants only)

**Current UK/EEA photo driving licence (if not used for name)**

Reference number

Date of expiry  (dd/mm/yyyy)

Address current?  Yes / No (please delete as appropriate)

(dd/mm/yyyy)

Yes / No (please delete as appropriate)

**Current full UK driving licence (old style) (if not used for name)**

Reference number

Date of expiry  (dd/mm/yyyy)

Address current?  Yes / No (please delete as appropriate)

(dd/mm/yyyy)

Yes / No (please delete as appropriate)

**Current State pension or benefits book / notification letter (if not used for name)**

Reference number

Address current?  Yes / No (please delete as appropriate)

Date of issue  (dd/mm/yyyy)

Issuing authority

Yes / No (please delete as appropriate)

(dd/mm/yyyy)

## Declaration:

**NOTE - This certificate must be signed by a person who has been authorised by their firm for this purpose and who has seen the original documentary evidence.**

**I / We have verified the identity of the applicant and, having:**

- seen all the original documents
- checked that any requiring a signature were pre-signed
- confirmed that any associated photograph of the applicant bore a good likeness to the applicant

**have included all relevant reference information or certified documentary evidence on/with this application.**

**Copies of identification documents are NOT required.**

Full name of Financial Adviser

Job Title

Signature of Financial Adviser

Date:

**For office use only**



Birmingham Midshires is a division of Bank of Scotland plc. Registered in Scotland No. SC327000.  
Registered Office: The Mound, Edinburgh EH1 1YZ.

**YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE**