

# Identity Verification Certificate

## To be Completed by the Introducer

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

### First applicant

Name of applicant (in full)	<input type="text"/>
Date of birth	<input type="text"/>
Current address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Previous address if applicant has changed address in the last three months	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

FACE - TO - FACE / NON - FACE - TO - FACE APPLICATION\*

\*Delete as applicable

I/WE CERTIFY THAT (please tick the box beside either Section A or Section B)

#### Section A:

I/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) for face-to-face, 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 Firm Completing Certificate:	<input type="text"/>	
FSA Authorisation Number:	<input type="text"/>	
Signed	<input type="text"/>	
Name (BLOCK CAPITALS)	<input type="text"/>	
Position held	<input type="text"/>	
Date	<input type="text"/>	
		<input type="text"/>

Company stamp

Note that this certificate should 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 <sup>2</sup>
Current Signed Passport or EEA Member State Identity Card		Country				<input type="checkbox"/>
UK/Foreign National Identity Card						<input type="checkbox"/>
Resident Permit issued to EEA nationals by Home Office						<input type="checkbox"/>
<b>Current</b> UK or EEA Photo Driving Licence <sup>1</sup>						<input type="checkbox"/>
<b>Current</b> Full UK Driving Licence (old style) <sup>1</sup>						<input type="checkbox"/>
Firearms/Shotgun certificate						<input type="checkbox"/>
State Pension or Benefits Book/notification letter <sup>1</sup>						<input type="checkbox"/>
Sub-contractors Certificate <sup>3</sup>						<input type="checkbox"/>
Inland Revenue tax notification		Type: Tax assessment/Statement of Account/Notice of Coding* <sup>4</sup>				<input type="checkbox"/>

### List B – Evidence of address

Evidence of address <sup>5</sup>	Reference/sort code/account number	Address (Delete as applicable*)		Date of issue	Certified copy attached. Please tick <sup>2</sup>
<b>Most recent</b> mortgage statement		Name of lender	Current / Previous		<input type="checkbox"/>
<b>Current</b> 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 <sup>6</sup>		Name of issuer	Current / Previous		<input type="checkbox"/>
Utility bill (not mobile phone) <sup>6</sup>		Name of utility	Current / Previous		<input type="checkbox"/>
<b>Current</b> UK/EEA Photo Driving Licence <sup>1</sup>			Current / Previous		<input type="checkbox"/>
<b>Current</b> Full UK Driving Licence (old style) <sup>1</sup>			Current / Previous		<input type="checkbox"/>
State Pension or Benefits Book/notification letter <sup>1</sup>		Issuing authority	Current / Previous		<input type="checkbox"/>

### Notes

1. These items may be used to evidence address or identity but not both.
2. 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.
3. For self-employed persons in the construction industry - tax exemption certificate with photograph (C1S4 and C1S6).
4. Please delete as appropriate. The document must be issued by the Inland Revenue. A P45 or P60 issued by an employer is not acceptable for this purpose.
5. The previous address should also be verified if the applicant has been at the current address for less than 3 months.
6. These items must not be more than 3 months old.