

IDENTIFICATION REQUIREMENTS

The following information in respect of every individual is required:

- Full name
- Residential address
- Date of birth

One of the following documents:

- Valid passport.
- Valid photocard Driving Licence (full or provisional)
- Valid (old style) full UK Driving Licence

Or alternatively

- National Identity Card (non-UK nationals).
- Firearms certificate or shotgun licence.
- Recent evidence of entitlement to state or local authority funded benefit (including housing benefits and council tax benefits) tax credit, pension, educational or other grant.
- Instrument of a Court appointment (such as liquidator, or grant of Probate).
- Current Council Tax demand letter or statement.
- Current bank statement or credit/debit card statement issued by a regulated financial sector firm in the UK, EU or comparable jurisdiction. (Statements printed off the internet will not be accepted.)
- Entitlement letter from the DWP or letter from the DWP confirming that you are in receipt of a pension
- A statement or invoice from a residential care home to evidence status as a resident.

If you cannot provide any of the identification documents listed please contact us on 01768 863675 or ask a member of staff for further guidance.

We will also perform an electronic check. We may request further identification documents if the electronic check does not confirm your identity sufficiently

If you open an account as a trustee, we will need proof of identity for both you and the account holder. If you do not have any of the above, please contact us before you visit.

We will need to see original documents, except if they are sent to us by post. In this case we will accept certified copies of documents, provided the original documents are no more than three months old. Certification must be carried out by either a registered solicitor or an employee of a FCA regulated organisation (eg. bank clerk). The person certifying the documents must provide their name, address and telephone number in case there is a query regarding your identity.

If you are unable to obtain certification of your documents and are aged 18 or over we are happy to accept good quality colour photocopies of passports or photocard driving licences as we can electronically verify these documents.

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