

CONFIRMING YOUR IDENTITY

INSTRUCTIONS PLEASE READ THESE INSTRUCTIONS CAREFULLY

Please can you send us two items, in your name, from the lists below. One of the items must be proof of name from List A, the other must be proof of address from List B. Please check the expiry dates to ensure your documents are still valid. We recommend that you send us photocopies of anything that cannot be replaced or would cost money to replace. We also recommend that you send us all your documents by recorded delivery to keep them secure.

We'll return any documents you send us except bank statements or photocopies of documents. If you would like these returned please let us know. Any documents we send back will be sent by recorded delivery.

LIST A - PROOF OF NAME THIS SHOULD SHOW YOUR FULL NAME

TYPE OF DOCUMENT		THINGS TO CONSIDER
1	Passport	This must be current and valid.
2	Photocard driving licence	This can be a full or provisional licence and must be current and valid.
3	Old style paper driving licence	This must be a full licence and must be current and valid.
4	UK biometric residence permit	This must be current and valid.
5	A letter from a HM Revenue and Customs (HMRC) tax office showing your home address	We cannot accept a P45 or P60. This must be dated within the last six months. If issued annually, it can be dated within the last 12 months.
6	Evidence of entitlement to state or local authority benefits showing your date of birth or your home address	This must be dated within the last six months. If issued annually, it can be dated within the last 12 months. It could be related to housing benefit, council tax benefit, tax credit or state pension.
7	Firearms certificate or shotgun licence	This must be current and valid.

LIST B - PROOF OF ADDRESS THIS SHOULD BE IN YOUR NAME AND SHOW YOUR HOME ADDRESS

TYPE OF DOCUMENT		THINGS TO CONSIDER
1	Council tax statement or demand letter	This must be for the current tax year.
2	Bank statement or mortgage statement	This must be dated within the last six months. If issued annually, it can be dated within the last 12 months. We cannot accept credit card or store card statements. We can accept internet statements.
3	Utility bill	This must dated within the last six months. It could be a gas, electricity or water bill and can be printed from the internet. We cannot accept mobile phone or store card statements.
4	Photocard driving licence	This can only be used as proof of address if you are using a different document as proof of name. This can be a full or provisional licence and must be current and valid.

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