

Identity Verification Certificate

To be completed by a regulated UK or EEA Intermediary.

Please complete a separate certificate for all parties to the contract where you have been required to undertake identification.

Name of Applicant:

Date of Birth:

Address:

Postcode:

Face-to-face / non face-to-face application *(please delete as appropriate.)*

I/We certify that *(please tick either A or B)*

- A)** I/We have verified the identity of the Applicant and having:
- seen 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 the relevant reference information or certified documentary evidence on/with this certificate.

- B)** I/We have not verified the identity of the Applicant for the following reason(s):

Name of Regulated Firm:
Name of Regulator:
Regulator Reference Number:

Signed:

Company Stamp

Name:
Position:
Date:

	Reference / Account Number					Certified Copy Attached? ⁽²⁾
Current Signed Passport or EEA Member State Identity Card		Issuing Authority / Country	Place of Birth	Date of Birth	Date of Expiry:	
Resident Permit Issued to EEA nationals by Home Office					Date of Expiry:	
Current UK/EA Photo Driving Licence ⁽¹⁾					Date of Issue:	
Current Full UK Driving Licence (old style) ⁽¹⁾					Date of Issue:	
Firearms/shotgun Certificate		Issuing Authority:			Date of Issue:	
State Pension or Benefits Book/ Notification Letter ⁽¹⁾		Issuing Authority:			Date of Issue:	
Sub-contractors Certificate ⁽³⁾		Issuing Authority:			Date of Issue:	
HM Revenue & Customs Tax Notification		Type: Tax Assessment/Statement of Account ⁽⁴⁾ Notice of Coding			Date of Issue:	

	Reference / Sort Code / Account Number				Certified Copy Attached? ⁽²⁾
Home Visit			Premises Entered? Yes/No	Date of Visit:	
Solicitor letter confirming completion of house purchase or land registration ^{(5) (6)}				Date of Letter:	
Electoral Roll Check				Date of Check:	
Most Recent Mortgage Statement		Name of Lender:	Address Current/ Previous*	Date of Issue:	
Current Local Authority Tax Bill		Name of Authority:	Address Current/ Previous*	Date of Issue:	
Current Local Authority Rent Card or Tenancy Agreement		Name of Authority:	Address Current/ Previous*	Date of Issue:	
Bank/Building Society/Credit Union Statement		Name of Issuer:	Address Current/ Previous*	Date of Issue:	
House or Motor Insurance		Name of Issuer:	Address Current/ Previous*	Date of Issue:	
Utility Bill (not mobile phone)		Name of Utility:	Address Current/ Previous*	Date of Issue:	
Current Full UK/EEA Photo Driving Licence ⁽¹⁾			Address Current/ Previous*	Date of Issue:	
Current Full UK/EEA Driving Licence (old style) ⁽¹⁾			Address Current/ Previous*	Date of Issue:	
State Pension or Benefits Book/ Notification Letter ⁽¹⁾		Name of Authority:	Address Current/ Previous*	Date of Issue:	

* Delete as applicable

- (1) These items may be used to provide evidence of address or identity but not both.
- (2) If attaching certified copies of evidence please ensure that the details are also recorded on this sheet in case the copy documents become detached from this certificate.
- (3) For self-employed persons in the construction industry – tax exemption certificate with photograph (C1S4 and C1S6).
- (4) Please delete as appropriate. This document must be issued by HM Revenue & Customs.
- (5) You must submit a certified copy of the search if you are relying on this as evidence.
- (6) If the applicant has been at the current address for less than three months the previous address must also be verified.

London & Colonial

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