Required Personal Identification



To help us to progress your application we need to identify you and verify your address.

So we can do this please provide photocopies of **two documents** from the options below. You must supply **one separate document from each of the undernoted lists** – the same document cannot be selected from each list.

Further documentation may be required depending on your circumstances. Supplying the relevant documents does not guarantee that a bank account will be opened.

| Document | Guidance Notes |
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| 1. Passport United Kingdom European Union Country Iceland Liechtenstein Norway Switzerland | Passport Guidance The Passport must be current (not expired) and signed Please copy the pages that have your: 1. Photograph 2. Name 3. Date of birth 4. Signature 5. Passport number 6. Expiry date 7. Country of issue |
| 2. Passport and VISA or other authority to remain in the UK any other Country | Please provide copies of all pages required. For most Passports these details are on the photograph page. Copies of blank pages are not required VISA or other authority to remain in the UK guidance The VISA or other authority to remain in the UK must be current (not expired) Please copy the front and, where necessary, the back |
| National Identity Card from: European Union Country Liechtenstein Switzerland | Please provide copies of the front and back of the card The National Identity Card must be current (not expired) and signed (where a signature box is included) |
| Current Biometric Residence Permit (issued by the UK Home Office) | Please provide copies of the front and back of the card The Biometric Residence Card must be current (not expired) and signed |
| Current UK Photocard Driving Licence (Full or Provisional) Section 3 must show UK or a place name domiciled in the UK or an EU Country or Liechtenstein, Iceland, Norway or Switzerland | Please provide a copy of the front of the card The Photocard Driving Licence must be current and signed. We are unab to accept Licences with: 1. expired photographs (Section 4b) or 2. where permission to drive has expired (Section 11) or 3. showing Countries or places outside the UK; EU; Liechtenstein; Iceland; Norway; Switzerland (Section 3) |
| Current Photocard Driving Licence from: European Union Country Liechtenstein Norway Switzerland | Please provide copies of the front and back of the card The Photocard Driving Licence must be current and signed We are unable to accept Licences with: 1. expired photographs (Section 4b) or 2. where permission to drive has expired (Section 11) or 3. showing Countries or places outside the UK; EU; Liechtenstein; Iceland; Norway; Switzerland (Section 3) |
| Current UK Firearms or Shotgun Certificate issued by the relevant Police Authority | Please provide a copy of the full Certificate This must include the following details: 1. Name, address and postcode 2. Date of birth 3. Certificate number 4. Valid from and to dates 5. Your signature 6. Your photo 7. Issuing Authority details/stamp 8. Signature of the issuer and date of issue |

| Identification Documents (must be provided with one of the Identification Documents on the previous page) | |
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| Document | Guidance Notes |
| Local Authority Tax bill, Statement, Exemption Certificate or payment book. We are not able to accept documents with amendments or reminder letters or non-payment notifications | The bill must be for the current payment year Your name and address must be detailed |
| Utility bill for: Gas Electricity Water Landline phone or multi service (e.g. BT, Sky or similar) We are not able to accept mobile phone or internet access bills | The bill must have been issued within last 3 months Your name and address must be detailed |
| Current UK Photocard Driving Licence (Full or Provisional) | Please note your Photocard Driving Licence can only be used once, either to confirm your Identity or your Address Please refer to the guidance on the previous page |
| Current full UK Driving Licence (old style paper version) This guidance refers solely to old-style paper driving licences issued pre- 1998 | Please provide a copy of the licence in full and unfolded We are unable to accept Licences which are: 1. expired 2. not signed Your name, date of birth and current address must be detailed |
| Bank / Building Society / Credit Card statement We are not able to accept transaction prints or Store Card statements | The bill must have been issued within last 3 months Your name and address must be detailed Must be an active account statement received by post or digitally downloaded |
| Annual Mortgage statement We are not able to accept transaction prints | The bill must have been issued within last 12 months Your name and address must be detailed Must be an active account statement received by post or digitally downloaded |
| Evidence of current entitlement to a State or Local Authority funded benefit Some examples: Benefits Agency UniversalCredit Local Authority Housing or Council Tax Benefit notification We are not able to accept letters about one-off payments such as winter fuel allowance | The letter / statement must have been issued within last 3 months Your name and address must be detailed The letter needs to refer to benefits / credits / grants currently being paid |
| Evidence of current entitlement to State Pension, issued by: Pension Service We are not able to accept letters about one-off payments | The evidence must have been issued within last 12 months Your name and address must be detailed The letter needs to refer to your Pension currently being paid |
| HMRC-issued tax notification and correspondence, Some examples: Notification of Tax Code Working Family Tax Credit letter Tax Credit Award Statement of Account We are not able to accept Forms such as P45 or P60 as these are not official HMRC documents | The evidence must have been issued within last 6 months Your name and address must be detailed Your National Insurance Number or Tax Reference must be detailed |
| Insurance certificate for: your property – buildings or contents cover your vehicle your pet your mobile device your travel | The Insurance Certificate must be for your current annual policy Your name and address must be detailed |
| HMRC / Department of Work and Pensions letter confirming your National Insurance Number | Your name and address must be detailed Your National Insurance Number must be detailed |