

Confirmation of Identity for Executor(s) or Administrator(s)



So that we can confirm the identity of the executor(s) or administrator(s), please read the following information and provide us with a fully certified document from the list below.

If you prefer, you can take original documents to one of our Stores who will take copies and certify for you.

Document list

All documents that have photos must be a true likeness and names must match the executor(s) or administrator(s).

- Valid Passport (non-EU/EEA must be supported with a valid UK visa)
- Valid Photocard Driving Licence (full or provisional)
- Full old-style Driving Licence issued before 1998
- Shotgun Licence or Firearms Certificate
- EU National Identity Card (if you are a non-UK national)
- HM Revenue & Customs letter e.g. coding confirmation/assessment letter/tax credit (P45s and P60s are not acceptable). Must quote National Insurance Number or date of birth (issued in the last four months or current tax year)
- Benefit book or benefit agency notification letter (issued in the last four months, or 12 for an annual payment). Examples of letter could be DWP letter, Child Maintenance Service or Job Seeker's Allowance
- Current Northern Ireland Electoral ID Card

Further information on acceptable documents:

- We can accept copies certified by the following professionals: Actuaries; Accountants; Bank/Building Society staff (must incorporate branch stamp); Post Office via their scheme; FCA/PRA authorised intermediaries; Job Centre employee; Justice of the Peace, Lawyer, Barrister, Solicitor, Legal Secretary; Local Councillor or MP; Members of the Judiciary, Officials of an embassy, consulate or high commission of country issuing the passport; Senior Civil Servant; Senior Police Officer (quoting collar number and station); Doctors/GPs.
- Documents not written in English will need to be translated.
- Certified documents must contain the certifier's name, signature, date of certification, business address or company stamp, occupation and telephone number. The certifier must confirm that originals have been seen and that any pictures are a true likeness.
- If your name has changed and has not been updated on your documents, we also require documentary evidence confirming your name change, e.g. Marriage Certificate, deed poll (not acceptable for an old-style UK Driving Licence).
- If you send us original documents we will return these to you.

Need help?

If you don't have any of these we may be able to accept other documents. Please ask us in Store or call us on one of the below numbers.

For Savings call 0345 600 7301*

For Current Accounts call 0345 600 6103*

For Mortgages call 0345 602 8301*.

*Lines are open 8am to 8pm business days, 8am to 4pm Saturday and 10am to 3pm Sunday. Calls to 03 numbers cost the same as calls to 01 or 02 numbers and they are included in inclusive minutes and discount schemes in the same way. Calls may be monitored and recorded.