

**IDENTITY VERIFICATION CERTIFICATE**

**(To be completed by a Regulated UK or EU Intermediary when introducing retail sector business)**

**Please complete both sides of the form**

*Please complete a separate certificate for all parties to the contract (e.g. joint applicants, trustees, settlors and third parties) where you have been required to undertake identification.*

**Name of Applicant\*/Trustee\*/Third Party\* (in full)**

\*Delete as applicable

--

**Date of Birth**

--

**Address**

--

**I/WE CERTIFY THAT (please tick the box beside either Section A or Section B)**

**Section A**

We have verified the identity of the Applicant and, having:

- a) seen the original documents;
- b) checked that any requiring a signature were pre signed; and
- c) 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.

**Tick**

--

**Section B**

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

**Tick**

--

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

Signed*:	
Name:	
Position:	
Date:	

Company Stamp:
----------------

**\* Note that this certificate must be signed by the person who has seen the original documentary evidence.**

# Identification Verification Certificate

Evidence of Name	Reference/account number				Certified copy attached? (2)
Current Full Signed Passport		Place of Birth	Date of Birth	Date of Expiry	
Resident Permit issued to EU nationals by Home Office				Date of Expiry	
<b>Current</b> UK/EU Photo Driving Licence (1)				Date of issue	
<b>Current Full</b> UK Driving Licence (old style) (1)				Date of Issue	
Firearms 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	
Inland Revenue tax notification		Type: P45 / P60 / Notice of Coding (4)		Date of Issue	

Evidence of Address	Reference/account number				Certified copy attached? (2)
Home Visit			Premises Entered? Y/N	Date of Visit	
Solicitor letter confirming completion of house purchase or land registration (5) (6)				Date of letter	
Electoral roll check (5)				Date of Check	
<b>Most Recent</b> Mortgage Statement		Name of Lender	Address current? Y/N	Date of issue	
Current Local Authority Tax bill		Name of Authority	Address current? Y/N	Date of Issue	
Local Authority rent card or tenancy agreement		Name of Authority	Address current? Y/N	Date of Issue	
Bank/building society/credit union statement or passbook		Name of Issuer	Address current? Y/N	Date of Issue	
Utility Bill (not mobile phone)		Name of Utility	Address current? Y/N	Date of Issuer	
<b>Current</b> UK/EU Photo Driving Licence (1)			Address current? Y/N	Date of issue	
<b>Current Full</b> UK Driving Licence (old style) (1)			Address current? Y/N	Date of Issue	
State Pension or Benefits Book/ notification letter (1)		Issuing Authority	Address current? Y/N	Date of Issue	

Regulation 8	Account name (7)	Account No (7)	Sort code (7)	
Applicant's cheque, payable to the provider, submitted with application				} Tick only
Payment is to be made from above account by direct debit/debit card etc - evidence of account ownership (eg. bank statement) seen				} <u>one</u> of these
Payment is being made from the intermediary's client bank account - applicants original cheque drawn on their own account (as above)				} boxes

### Notes

- (1) These items may be used to evidence address or identity but not both.
  - (2) If attaching certified copies of the evidence please also record the relevant details on this sheet as this will help with record keeping in the event that copy documents become detached from the certificate.
  - (3) For self-employed persons in the construction industry – tax exemption certificate with photograph
  - (4) Please delete as appropriate
  - (5) You must submit a certified copy of the search if you are relying on this as evidence
  - (6) The previous address should also be verified
  - (7) If the Regulation 8 concession is being applied, these boxes **must** be completed.
- Other forms of evidence may be accepted by some providers; if in doubt please enquire.*