

For an Authorised User, Director or major shareholder ID check, we will accept one document from List A and one supporting document from List B (see below). Please note that we only require certified photocopies of documents. Certified copies should be signed, dated, marked 'original seen' and bear the name, address, occupation and contact details of the certifier. Copies can be certified by a practising solicitor, banker, accountant, teacher, doctor, minister of religion, postmaster/sub-postmaster, authorised financial intermediary or similar professional. You do not need to send original documents but if you do these will be returned.

List A - Government Issued Documents (Proof of ID & Nationality)	List B - Supportive Documents (Proof of Address)
Valid UK Passport	Valid UK Driving Licence - Photo-card (Full or Provisional (if not used in list A))
Valid UK Driving Licence - Photo-card (Full or Provisional)	Valid old style Driving Licence - paper
Valid non-UK passport or National ID Card	Current bank or mortgage statement or credit/debit card statement issued by a regulated financial sector firm in the UK - includes bank or building society savings books (not internet printed)
Shotgun licence or firearms certificate	Current mortgage statement issued by a regulated financial sector firm in the UK
Identity card issued by the Electoral Office of Northern Ireland	Utility bill or landline telephone bill (not internet printed and landline number must be the same as quoted on the application)
	Council Tax bill
	A positive voters roll result (include reference number or printed copy as evidence)
HM Revenue & Customs correspondence - relating to current tax year	Current tenancy agreement
	Solicitor's letter confirming recent house purchase and previous address

General Rules

A - Proof of identity "validation"

- Identification supplied by the applicant eg Passport/Driving Licence etc must be valid ie not expired or out of date. The same document cannot be used to verify both ID and address
- If Photo ID is in excess of 10 years old we may not accept it as proof of identity and/or address and therefore other items may be requested. The application and ID documentation must be referred to Head Office for review

B - Proof of address "validation"

- All utility bill and bank statements must be dated within the last 90 days (90 days must be calculated from the receipt of the application form)
- Mortgage statements must be dated within the last 6 months
- Council tax and HMRC documents must be the most recent bill/statement and dated within 12 months