

## **ID REQUIREMENTS**

We need to see photocopies of at least **two** documents (please do not send in originals), one to prove your identification and one to prove your address. This is to verify identification and to comply with money laundering regulations.

Examples of acceptable documents are as follows:-

### **ID Document One – Photo ID**

Ideally this will include current photo ID e.g. current passport or driving licence (unfortunately a bus pass is not acceptable). If you do not have photo ID, please provide two other forms of ID e.g. a paper driving licence **together** with a letter from the Benefits Agency.

- National Insurance card
- Medical card
- Blue disabled parking badge with photo.
- Current signed UK, EU, EEA or Swiss passport
- Current signed passport with visa
- Current driving licence
- Benefit book
- Recent letter from the Benefits Agency confirming rights to benefits
- Birth Certificate (if you are under 16 years of age)
- HMRC tax notification

### **ID Document Two – Proof of Address**

- Utility bill (not mobile telephone) less than three months old
- Recent bank or building society account statement
- Current driving licence
- Pension statement
- Local authority rent card or tenancy agreement

We understand that not everyone has these forms of identification. If you are unable to provide this documentation or you are unsure which documents will be acceptable, please contact us and we will be pleased to help you.

**EU Countries:** Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

**EEA Countries:** Norway, Iceland, Lichtenstein.