

CONFIRMATION OF IDENTIFICATION QUESTIONNAIRE

In order to represent you, we are required to obtain evidence of your identity. In practice, this means obtaining three different forms of identification per client; one to prove who you are and two to prove where you live. We cannot use the same documents as evidence of both name and address. The acceptable forms of identification and proof of address are set out in Parts A,B and C below. We require **ONE** item from Part A of the list and **TWO** items from Part C. If you are unable to supply one of the documents from Part A of the list, then we can accept **TWO** of the items from Part B in its place. However, you will still have to produce the two items from Part C. **Please note that we must receive from you original documents. Photocopies are generally unacceptable.** Please complete each part of the form - identity (Parts A or B) and address (Part C overleaf). **We regret that we are unable to act for you until we have received this completed form and supporting original documents**

PROOF OF IDENTITY (Part A)

PROOF OF IDENTITY (Full)			
FULL NAMES Client A			
FULL NAMES Client B			
Proof of Identity PREFERRED EVIDENCE	Details to be Recorded	Complete details here	
		Client A	Client B
(i) Current full signed Passport or National Identity Card	Issuing country		
	Passport number		
	Expiry date		
(ii) Current full UK Driving Licence (Paper)/UK Photocard Driving Licence (Full or Provisional)	Issuer		
	Licence Number		
	Expiry Date		

SUPPLEMENTARY PROOF OF IDENTITY (Part B)

If either items (i) or (ii) above cannot be produced, then 2 of the following must be supplied instead

(iii) Pension/Child Benefit/DSS/Disability Allowance Benefit Book-or original notification letter from the Benefits Agency confirming the right to benefits	Issuing body/Government Dept/Type of benefit		
	Reference Number		
	Issue Date. If no issue date, then date on the last payment slip		
(iv) Bank/Building Society/Credit Card/Credit Union Statement or Passbook No more than 3 months old	Company name		
	Sort Code and Customer account number		
	Date issued		

	Customer Reference number		
	Date issued		
(iv) Local Council rent card or Tenancy Agreement	Council or Landlord's name		
	Reference number		
	Expiry date. If no expiry date, start date or date signed		
(v) Utility Bill (not a mobile telephone bill) No more than 3 months old	Company Name		
	Customer Ref or Account Number		
	Date of Bill		
(vi) The most recent original mortgage statement from a recognised lender	Lender		
	Account number		
	Date of Statement		
(vii) Recent Inland Revenue Documentation e.g latest Notice of Coding	Tax Reference No		
	Date issued		
(viii) Known Housing Association rent card or tenancy agreement	Housing Association Name		
	Reference Number		
	Expiry date. If no Expiry date, start date or date signed		
(ix) Latest TV/Vehicle Licence Reminder	Issuing Company		
	Reference No./Vehicle details		
	Renewal Date		

I/We enclose the original documents referred to herein for verification by you and return as soon as possible. I/We confirm that the information and contents in this form may be disclosed to relevant third parties

DATE:

CLIENTS' FULL NAMES: (in capitals please)

CLIENTS' SIGNATURE:

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