

IDENTIFICATION AND VERIFICATION ADDRESS REVIEW

Please follow the 4 steps below

For DSC use only:
FDNWID

Customer name:

CIN:

What you need to do:

1. Proof of identity - Please copy ONE document from this list and have it certified (see section 3)

****Please don't send original documents****

please tick

- current full and valid passport - we can't accept temporary ones. If you've recently changed your name, please also send certified copies of any supporting documentation.
- current full or provisional UK photocard driving licence (not including counterpart)

Note : if you're using a Full UK photocard Driving Licence this can be used for both your address and identity

- current National Identity Card (only acceptable for EEA or Swiss National customers)
- current Northern Ireland voter's card.

If you're not using a Driving Licence, **Please remember** - we need one document for proof of identity **and a different one** for proof of address.

2. Proof of address - Please copy ONE document from this list and have it certified (see section 3)

****Please don't send original documents****

please tick

- Council Tax bill for current billing year or reminders and demand letters, dated in the last 4 months
- utility bill eg gas, electricity, oil, broadband, dated in the last 4 months
- water rates bill for current billing period, includes reminders and demand letters, dated in the last 4 months
- landline (not mobile) telephone bill, dated within the last 4 months
- Sky or cable TV bill for your home address, dated in the last 4 months
- UK bank (excluding **first direct**), building society or credit union statement. These must include name, current address and be dated in the last 4 months showing active transactional history
- UK credit card (excluding **first direct**) statement, dated in the last 4 months showing active transactional history
- a UK mortgage (excluding **first direct**) statement from a recognised lender, dated in the last 12 months
- HM Revenue & Customs tax notification or summary, dated in the last 4 months
- Benefits Agency letter (Department of Work and Pensions (DWP), Jobcentre Plus, Child Benefit Office, Veterans Agency) confirming your rights to benefits, dated in the last 4 months.

3. Ask one of the possible certifiers from the list below to write the relevant statement on each of your photocopied documents and sign to say they verify them. If any of your documents are more than 1 page, please ask the certifier to complete the below on the 1st page and sign and print their name on each individual page

A. For documents that contain a photo:

I [full name of certifier] confirm that this is an accurate copy of the original and the photo is a true likeness of [full name of the customer].

B. For documents that don't contain a photo:

I [full name of certifier] confirm this is an accurate copy of the original document for [full name of the customer].

Each document must also include the:

- reference number at the top of this letter
- Certifier's signature and full name - they need to sign as an individual not for a company
- Certifier's occupation, company/professional address and phone number, ideally on letter headed paper
- Certifier's professional registration number if they have one
- date of certification.

It's important each document includes this information as without it we may not be able to accept them. The person signing must be active in their profession and can't be a relative or someone who lives at your address. We may contact them for further verification.

We can only accept the following as certifiers and they must be registered and based in the UK:

- Chartered Accountant
- Chartered Legal Executive
- Dentist
- General Practitioner
- Nurse
- Midwife
- Optician
- Pharmacist
- Solicitor
- Independent Financial Advisor.

4. Send us the certified copies and this form, using the envelope provided.

Please remember to tick the documents you've chosen above before returning this form. The details on the documents you send need to match the ones you've provided on your application.

It's worth bearing in mind that your application may be delayed if a certified document doesn't meet our criteria and we may need to ask you to get it re-certified.

For more information on the documents you can use visit [firstdirect.com/help/fraud-and-security](https://www.firstdirect.com/help/fraud-and-security) and select 'What we need to keep you safe'.