



Compliance Guides

What proof of identity can I use?

FACE TO FACE

Satisfactory Proof of Identification documents must be clear copies certified as a 'true copy of the original and a true likeness'. They must be signed, dated and please also state your name.

NON FACE TO FACE CLIENTS

Original Proof of Identification documents **MUST** be provided by the client, or else you can use the Network's endorsed electronic identification system.

Proof of identity

You can use the following documents as proof of identity:

- UK/EEA/EU passport
- UK/EEA/EU photo driving licence. Driving licences that do not have a photo are not acceptable
- EU/EEA National Identity Card
- Northern Ireland Voters Card

If you cannot provide one of the above, you will need to produce one Category A document and an additional two Category B documents as follows:

Document Category A (Proof of ID):

Any photo ID must be clear and legible otherwise you may be required to resubmit it.

- Benefits or State pension notification letter
- Current UK non photo driving licence
- Blue disabled drivers pass
- All other current signed passports with valid UK Visa not listed above
- UK Birth Certificate (under 18s only)
- National Insurance Card (under 18s only)
- Medical Card/Certificate (under 18s only)

Document Category B (Proof of Address):

- Bank, Building Society or Credit Union statement (Internet bank statement accepted if it is a PDF downloaded copy showing the client's name and address)
- Current UK non photo driving licence (only if it is not been used as your proof of identification)
- Utility Bill/Utility Statement or Certificate/Letter from a supplier of utilities dated within the last 3 months
- Local authority tax bill/council tax bill for current year
- Benefits or pensions notification letter confirming the right to benefit (only if it has not been used as your proof of identification)

Non-UK Passports:

Customers who have passports from the following countries can use their passport with a valid Visa as an acceptable form of identity:

- Austria
- Australia
- Belgium
- Canada
- Denmark
- Finland
- France
- Germany
- Greece
- Iceland
- Ireland
- Italy
- Japan
- Netherlands
- New Zealand
- Norway
- Poland
- Portugal
- South Africa
- Spain
- Sweden
- United Kingdom (including Crown Dependencies: Jersey, Guernsey & Isle of Man)
- USA