

# Proof of Identification



For new accounts an item of identification from the list below is required to verify both name and address.  
(For ISA Accounts we also require your National Insurance Number).

## Adult Accounts

To Verify Name	
1.	Current Signed Passport.
2.	EEA Member State ID Card (except those issued to UK Citizens) / Foreign National Identity Card (Residence permit).
3.	Current UK Photo-Card Driving Licence.
4.	Current Full UK Driving Licence (old version).
5.	Birth Certificate (with Marriage Certificate if appropriate).
6.	'Plastic' Signed National Insurance Card.
7.	Benefit Book or original notification letter from the Benefits Agency confirming the rights to benefits.
8.	HM Revenue and Customs Tax Notification (e.g. Notice of Coding, Tax Assessment – P45's/P60's are NOT acceptable).

To Verify Address	
1.	Recent Utility Bill (within last 3 months) ( <u>not</u> mobile phones) e.g. British Telecom British Gas Npower Electricity Severn Trent Water South Staffordshire Water
2.	Local Authority Council Tax Bill (valid for the current year).
3.	Current UK Photo-Card or old style Full Driving Licence.
4.	Bank, Building Society or Credit Union Statement (within last 3 months) or passbook containing current address.
5.	The most recent original Mortgage Statement from a recognised lender.
6.	Local Council Rent Card or Tenancy Agreement.
7.	Benefits Book or original notification letter from the Benefits Agency confirming the rights to benefit.
8.	Solicitors letter confirming recent house purchase.
9.	HM Revenue and Customs correspondence addressed to applicant at applicants stated address (only if not used to verify name).

## Children's Account

To Verify Name	
1.	Birth Certificate.
2.	Passport.
3.	Parents Passport (where named on passport)

To Verify Address	
1.	Medical Card.
2.	HM Revenue and Customs letter for Tax Credit
3.	Benefits Agency letter/book for Family Allowance
4.	Bank/Building Society Statement (within last 3 months) or passbook containing current address.

## Notes

- A document can only be used once i.e., the new style driving licence cannot be used to verify name and address.
- For postal applications, Certified Copies of ID are acceptable but Certifier must state their name, qualification and contact telephone number.
- An electronic verification will normally be carried out, in which case only one form of documentation may be required.
- For children under the age of eleven, identification is required for the child as well as the parent or guardian (see Adult ID list).