

Please provide one document from the proof of name/identity list and one from the proof of address list. The same document cannot be used to verify both identity and address. We are happy to accept PDF utility bills or bank statements downloaded straight from your provider's website and sent to us by email. In this particular instance we would not need this electronic copy to be certified.

Proof of name/identity	Proof of address
Current signed passport	Council tax bill for current year
Passports from other countries with a valid Visa if resident abroad	Utility bill or statement issued within the last 3 months
Photographic registration cards for self-employed individuals and partnerships in the construction industry	Bank, building society or credit union statement or passbook containing current address within last 3 months
Current photo card driver's licence and/or tachograph driver card	Confirmation from an electoral register that a person of that name lives at that address e.g. a polling card
Current EEA member state identity card	The most recent original mortgage statement from a recognised lender
Full old style driving licence	Solicitor's letter confirming recent house purchase or land registry confirmation of address no more than 6 months old
Current identity card issued by the Electoral Office for Northern Ireland	Local council or housing association rent card or tenancy agreement
Residence permit issued by the Home Office	HMRC self-assessment statement or tax demand
Firearms certificate or shotgun licence	NHS medical card
Senior bus pass	Driving licence <b>(if not used for ID)</b>
Armed Forces ID card	Phone bill (but not a mobile) within last 3 months
Blue disabled drivers pass	Most recent P60

<b>If you are unable to bring your ID into one of our offices you can have copies certified by one of the following professional people.</b>	
Accountant	Member of Parliament
Airline Pilot	Justice of the Peace
Bank or building society official	Merchant Navy Officer
Barrister	Nurse - RGN or RMN
Commissioner of Oaths	Officer of any of the armed services
Councillor e.g. local or county	Optician
Dentist	Pharmacist
Solicitor	Police Officer
Fire Service Official	Social Worker
Funeral Director	Surveyor
Member, associate or fellow of a professional body (please include their registration number)	Teacher, lecturer, university professor
<b>Please note that the person certifying your documents must not be a person involved in the transaction and cannot be retired or non-practising.</b>	

For photographic documents the person certifying the document must use the following wording: ***"I certify this to be a true copy of the original document and that the photographic image represents a true likeness of the bearer of the document"***.

To certify documents which do not contain a photograph of the bearer the certifier must use the following wording: ***"I hereby certify this to be a true copy of the original"***.

The certifier should sign and date the document and print their name, state in which capacity they are certifying the document (e.g. Solicitor, Accountant, Teacher etc) and where an official stamp is unavailable (e.g. if the certifier is a Teacher) they should provide contact details to enable us to contact them to verify any queries if we need to.