## Required personal identification



So we can move your application forward, we need to identify you and check your address.

Please give us photocopies of two documents - one from each of the lists below. They can't be the same document.

Depending on your circumstances, we may need more documents. Giving us the relevant documents doesn't guarantee we can open an account for you.

## List A: Identification Documents (please choose one from this list, then turn over) Document **Guidance Notes** 1. Passport Passport Guidance Must be current (not expired) and signed United Kingdom European Union country Please copy the pages that have your: > Iceland 1. Photograph > Liechtenstein 3. Date of birth 4. Signature 5. Passport number 6. Expiry date > Switzerland 7. Country of issue Please provide copies of all pages required. For most passports these details are on the photograph page. Copies of blank pages are not required. 2. Passport and Visa or other authority to remain Visa or other authority to remain in the UK guidance in the UK Must be current (not expired). Please copy the front and, where necessary, the back. > any other country National Identity Card from: Please provide copies of the front and back of the card European Union Country Must be current (not expired) and signed (where a signature box is included) Liechtenstein > Switzerland Please provide copies of the front and back of the card Current Biometric Residence Permit (issued by the UK Home Office) Must be current (not expired) and signed Current UK Photocard Driving Licence Please provide a copy of the front of the card (Full or Provisional) Must be current and signed. We are unable to accept licences: 1. where the photo has expired (section 4b) Section 3 must show UK or a place name domiciled 2. where permission to drive has expired (section 11) in the UK 3. showing a place of birth outside the UK; EU; Liechtenstein; Iceland; Norway; Switzerland (section 3) Current Photocard Driving Licence from: Please provide copies of the front and back of the card European Union country Must be current and signed. We are unable to accept licences: Liechtenstein 1. where the photo has expired (section 4b) Iceland 2. where permission to drive has expired (section 11) > Norway 3. showing a place of birth outside the UK; EU; Liechtenstein; Iceland; Norway; Switzerland (section 3) Switzerland Current UK Firearms or Shotgun Certificate issued Please provide a copy of the full certificate by the relevant Police Authority This must include the following details: 1. Name, address and postcode 2. Date of birth 4 Valid from and to dates 3 Certificate number 5. Your signature 6. Your photo 7. Issuing Authority details/stamp of issue 8. Signature of the issuer and date

Document	Guidance Notes
Local Authority Tax bill, Statement, Exemption Certificate or Payment Book. We are not able to accept documents with amendments or reminder letters or non-payment notifications.	The bill must be for the current payment year Your name and current address must be detailed
Utility bill for:  Gas  Electricity  Water  Landline phone or multi service (e.g. BT, Sky or similar)	The bill must have been issued within last 3 months Your name and current address must be detailed
We are not able to accept mobile phone or internet access bills	
Current UK Photocard Driving Licence (Full or Provisional)	Please note your Photocard Driving Licence can only be used once, either to confirm your identi (List A) or your address (List B) Please refer to the guidance on the previous page
Current full UK Driving Licence (old style paper version) This guidance refers solely to old-style paper driving licences issued pre-1998	Please provide a copy of the licence in full and unfolded We are unable to accept licences which are:
	<ol> <li>expired</li> <li>not signed</li> <li>your name, date of birth and current address must be detailed</li> </ol>
Bank / Building Society / Credit Card statement We are not able to accept transaction prints or Store Card statements	The statement must have been issued within last 3 months  Your name and current address must be detailed  Must be an active account statement received by post or digitally downloaded
Annual Mortgage statement We are not able to accept transaction prints	The statement must have been issued within last 12 months  Your name and current address must be detailed  Must be an active account statement received by post or digitally downloaded
Evidence of current entitlement to a State or Local Authority funded benefit. Some examples:  Benefits Agency Universal Credit Local Authority Housing or Council Tax Benefit notification	The letter / statement must have been issued within last 3 months  Your name and current address must be detailed  The letter needs to refer to benefits / credits / grants currently being paid
We are not able to accept letters about one-off payments such as winter fuel allowance	
Evidence of current entitlement to State Pension, issued by the Pension Service  We are not able to accept letters about one-off payments	The evidence must have been issued within last 12 months Your name and current address must be detailed The letter needs to refer to your Pension currently being paid
HMRC-issued tax notification and correspondence Some examples:  Notification of Tax Code Working Family Tax Credit letter Tax Credit Award	The evidence must have been issued within last 6 months Your name and current address must be detailed Your National Insurance Number or Tax Reference must be detailed
Statement of Account  We are not able to accept employer-issued documents such as P45 or P60 as these are not official HMRC documents	
Insurance certificate for:	The insurance certificate must be for your current annual policy
<ul> <li>your property - buildings or contents cover</li> <li>your vehicle</li> <li>your pet</li> <li>your mobile device</li> <li>your travel</li> </ul>	Your name and current address must be detailed
HMRC / Department of Work and Pensions letter confirming your National Insurance Number	Your name and current address must be detailed Your National Insurance Number must be detailed