

# Customer identification requirements for UK residents

We need to ensure that customer identification meets the requirements set out within the Joint Money Laundering Steering Group Guidance for UK Financial Sector. We reserve the right to ask for additional customer information, where it is deemed necessary.

## Information

Please provide one document from List 1 (A) and one document from List 2 (B). You can't use the same document to prove your client's identity and to prove their address, nor can you use two documents from the same source. One of the documents must be proof of address which matches exactly the address you provide on the application form. If your client doesn't meet the ID requirements, we may be unable to process the application.

### List 1 (A) Acceptable Identification Documents

- Unexpired UK or EEA or Switzerland photo card driving licence, with an unexpired date of photo and licence
- Unexpired UK old style driving licence (not provisional)
- Unexpired passport – UK or EEA
- Unexpired passport – non UK or non EEA (European Economic Area) with valid visa
- Biometric Residence Permit containing visa requirements
- EEA or Switzerland National Identity Card
- Northern Ireland Voters Card

#### Evidence of entitlement to:

- State/local authority benefit (less than 12 month old)
- Tax credit (less than 12 months old)
- DWP pension (less than 12 months old)
- Educational grant/loan/bursary (less than 12 months old)
- Other government/local authority grant (less than 12 months old)
- HMRC coding, assessment, statement, tax credit document not P45/P60s (less than 12 months old)
- Parking Card for Disabled People (Blue Badge)

### List 2 (B) Acceptable Address Documents

- Unexpired UK or EEA or Switzerland photo card driving licence, with an unexpired date of photo and licence
- Unexpired UK old style driving licence (not provisional)

#### Evidence of entitlement to:

- State/local authority benefit (less than 12 month old)
- Tax credit (less than 12 months old)
- DWP pension (less than 12 months old)
- Educational grant/loan/bursary (less than 12 months old)
- Other government/local authority grant (less than 12 months old)
- HMRC coding, assessment, statement, tax credit document not P45/P60s (less than 12 months old)
- Instrument of a court appointment, for example, probate, power of attorney
- Voters Roll screen print
- Council tax bill that is less than 12 months old
- Local council rent card or tenancy agreement (including housing association and private landlord tenancy agreements)
- Correspondence from the Department of Work and Pensions (DWP), less than 12 months old
- UCAS letter (students only) that is less than 12 months old
- A student ID card issued by a recognised UK University (International students only)
- A letter of acceptance for a university, college or school confirming UK study details (international students only)
- HMRC correspondence which must include name, address and permanent NI number that is less than 12 months old
- A letter of introduction for UK banking facilities from a university, college or school (international students only)
- Utility bill that is less than three months old e.g. gas, electricity, broadband, landline telephone supplier, satellite or cable TV, unless the bill is issued annually such as a water bill, that must be less than 12 months old. Mobile phone bills (where not contained within a bundled landline bill) are not acceptable
- Mortgage, Bank and Credit Card Statements (less than 3 months old & not branch printed)

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