

Proof of Identity Requirements



Legislation requires us to ask you to produce:

- **Photographic proof of your identity; and**
- **Proof of your address.**

Please bring or send us **originals**. We will copy them and give them back to you before you leave. We cannot act for you without this.

1. Photographic ID

We need either:

- Current and signed passport; or
- Current and signed photocard driving licence.

If you are unable to provide your current signed passport or driving licence, please provide one of the following documents:

- National Identity Card with a photograph;
- Current government or state identity card;
- Residence permit issued by the Home Office;
- Firearms certificate or shotgun licence; or
- Photographic registration cards for self-employed individuals and partnerships in the construction industry.

If you cannot provide any photographic ID documents please let us know as soon as possible so we can consider other methods of verification. If possible please let us know before you first come to see us.

2. Proof of your Address

We also need one of the following documents. Please note that the document must be dated no more than 3 months old and must be addressed to you:

- Utility bill;
- Bank Statement;
- Benefit book or original notification letter confirming the right to benefits;
- Local council or housing association rent card or tenancy agreement or council tax bill;
- HMRC self-assessment statement or tax demand; or
- House or motor insurance certificate/schedule.

If you cannot produce sufficient documents from the above please let us know as soon as possible so we can consider other methods of verification.

“professionals with a human face”