

ACCEPTABLE DOCUMENTS FOR FORMAL IDENTIFICATION



TREETHORPE

For the purposes of identification and compliance with anti-money laundering laws, Treethorpe Limited require clear, legible and good quality verified copies of at least two items of identification providing evidence of your identity and your residence. **Please provide one item from each column.**

Please do not send us the original documents. Copies of your documents may be verified by any person who knows you personally but who is not related to you e.g. your neighbour, friend or work colleague, but **NOT** a spouse, child or parent.

The person verifying the copy documents must write **on each copy** 'I verify that this is a true copy of the original', as well as signing and printing their name and the date.

If we require **certified copies** of any documents, this will be stated specifically in our covering letter. Details of how to obtain certified copies can be found at the bottom of this document.



IDENTITY

Please provide at least one document from this column

- Current valid passport
- Original birth certificate
 - Issued within 12 months of date of birth
 - Full form including those issued by UK authorities overseas such as Embassies' High Commissions and HM Forces
- Original Adoption Certificate
- EEA member state identity card
- Current UK or EEA photocard driving licence
 - A provisional licence may be accepted in certain circumstances, but please check first
 - Full old-style driving licence
- Photographic registration cards for self-employed individuals in the construction industry (CIS4)
- Confirmation from the DWP of state benefits issued within the current year including state pension
- Firearms or shotgun certificate
- Biometric residence permit issued by the Home Office to EEA nationals on sight of passport from home nation
- Medical card or letter of confirmation from GP's practice of registration with that surgery



RESIDENCE

Please provide at least one document from this column

- Utility bill (water, gas, electricity, satellite television, landline phone bill)
 - Must be issued within the last three months
 - Mobile phone bills may be accepted in certain circumstances, but please check first
- Local authority council tax bill for the current council tax year
- EEA member state identity card (must be provided in addition to a separate and different proof of name document)
- Original mortgage statement from a recognised lender issued for the last full year OR
- Solicitor's letter confirming recent (within the last three months) house purchase or current Land Registry title view
- Council or housing association rent card/statement or tenancy agreement for the current financial year
- Confirmation from the DWP of state benefits issued within the current year including state pension (must be provided in addition to a separate and different proof of name document)
- Bank or building society statement (dated within the last three months) or passbook, or confirmation of account opening letter
- HMRC self-assessment letters or tax demands issued within the last three months
- P45/P60 statement issued in the last 12 months
- Medical card or letter of confirmation from GP's practice of registration with that surgery (must be provided in addition to a separate and different proof of name document)

CERTIFIED COPIES

Treethorpe Limited will in some circumstances require **certified copies** of certificates, identification and/or other documents. These must be certified by one of the following:

- Practicing UK solicitor
- Justice of the Peace
- Practicing UK accountant
- High street bank manager
- A qualified lawyer or notary public (if outside the United Kingdom)
- The Post Office ID checking service.

The person certifying the documents must also provide the name and address of the firm or bank in which they are employed, and write the date of certification.