

**IT IS A REQUIREMENT OF THE FCA/PRA THAT WE HAVE PROOF OF ID AND PROOF OF ADDRESS HELD ON RECORD FOR ALL MEMBERS.**

At times we have to do this with written documents. This will normally consist of one item from Table A and one from Table B. Two items from Table A are acceptable if they have name and address.

**Table A - Identification:**

- Current Signed Passport
- EU National ID Cards, Foreign Nationals must provide a Passport or EU ID Card to confirm their identity
- Current Full UK photocard driving licence
- (Construction Industry) – tax exemption certificate with photograph of holder
- student identification/matriculation card (from a recognised university or college) for current academic year
- Firearms or Shotgun Certificate
- Benefits Book or original notification letter from the Benefits Agency (including Department of Work and Pensions) and/or Job Centre Plus confirming the right to Benefits at present
- UK Armed Force ID Card or Police Warrant Card
- Disabled Driver's Pass
- OAP Travel Pass/ Freedom Pass
- Original HM Revenue & Customs issued tax notification and correspondence
- NHS Medical Card
- Birth Certificate
- UK Provisional Photocard Driving Licence
- PASS Card (Young Scot, Citizencard, Portman Group, Validate UK Card or equivalent)

**Table B - Address Verification:**

- Council Tax bill or Payment Book (within last 12 months)
- Utility Bill – within last 6 months (mobile phone bills, internet access bills are not acceptable)
- Current Full UK Photocard Driving Licence
- Bank/Building Society/Credit Card statement (within last 6 months)
- Original Mortgage Statement (no more than 12 months old)
- Benefits Book or original notification letter from the Benefits Agency (including Department of work and Pensions) and/or Job Centre Plus confirming the right to Benefits at present
- Current Motor or Home Insurance Certificate (issued within the last 12 months)
- Current Local Council Rent Card or Tenancy Agreement (private tenancy agreements are not acceptable)
- Original HM Revenue & Customs Tax Notification and correspondence (not P45 or P60)
- Solicitor's letter confirming recent house purchase or land registry confirmation

**For Students-** Any item from above can be taken to confirm address. Alternatively, one of the following items is also acceptable:

- University/College Letter of Acceptance/Enrolment/Offer
- Student Loan Company/LEA/SAAS Award letter or UCAS Letter Introduction from recognised UK College/University

