

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

