

# IDENTIFICATION VERIFICATION FORM

Place identity document, picture down, on the photocopier, then place this form over the top, with the identity document here. Please now take a copy and have the certifier complete the details below.

Having seen the individual and identification document at the same time I certify this is a true copy and that the photograph is a reasonable likeness.

Full Name of Certifier

Signature of Certifier

Position of Certifier

Staff Number of Certifier

Company of Certifier

Contact Number of Certifier

Date

Day	/	Month	/	Year
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\*Please note that the person certifying the document cannot be a family member.



**SKIPTON  
INTERNATIONAL**

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To help maintain service and quality, some telephone calls may be recorded and monitored.

**May 2017**



### **Verification of Identity\***

Acceptable Proof of identity:-

- Certified copy of Passport;
- Certified copy of Driving Licence;
- Certified copy of Identity card.

Please note; the British party in an expat mortgage (either sole or joint) should provide a valid, UK passport as proof of identity. If there is a second party who is not British then the other forms listed are acceptable.

### **Acceptable Proof of address:-**

- Original or certified copy of a utility bill (to be no more than 3 months old. (Mobile phone bills, car insurance and general invoices are not acceptable); For *Guernsey and Jersey*, we will accept home oil invoices such as *Rubis*).
- Original or certified copy of a bank/credit card statement (to be no more than 3 months old);
- Original signed letter from employer – this can be used for both residential and correspondence addresses (to be on their headed paper);
- Original or certified Government correspondence (to be no more than 12 months old)
- In some cases, an original or certified copy of a tenancy agreement.

If the customer uses a PO Box address in addition to their residential address, we will also require proof of this address. For UK lending, this address cannot be the BTL address.

If the customer is resident overseas and is using a relative's address in the UK for correspondence we will require proof of identity and address for that relative.

### **Examples of Certifiers:-**

- Member of the British Consulate;
- Chartered Accountant;
- Solicitor;
- Doctor;
- Justice of the Peace (JP);
- Director/Company Secretary of employer;
- Banker from a recognised International Bank;
- Financial Advisor;

This list is not exhaustive. Please note that the person certifying the document cannot be a family member.

**\*Certification wording needs to state that the document is both a 'true copy' of the original and that the photograph contained is a 'reasonable likeness'. We advise you to use our Identification Verification form to assist in this process.**

TEL: **+44 (0)1481 730730** [www.skiptoninternational.com](http://www.skiptoninternational.com)

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