

Have you been asked to provide extra proof of ID or your address by post?

Sometimes we're unable to run our usual electronic identification checks. This means we need you to send certified copies to us by post. We do this to protect you, and ourselves from identity theft and money laundering.

We require the following to be sent to us, from the list below:

- one form of identification, which includes your date of birth for proof of age
- one proof of address document, which contains your name and address.

Thank you.



Things to note

Your identification for proof of age and of address cannot be from the same document. For example, if a photocard driving licence is used to verify your identity (list 1 below), then a different document will be required as proof of address (list 2 below). If you are making a joint application, then bills in joint names may be considered as one proof of address for each individual named on the bill. Your proof of age can be established via a current and valid passport or photocard driving licence.

If you have recently changed your name (e.g. through marriage or deed poll) and have not made the appropriate changes to your documentation, your Adviser will let you know what additional documents are required.



How to certify your Documents

You need a professional person or someone well-respected in your community.

For example you can ask the following:

- Bank or Building Society official.
- Post Office official.
- Councillor.
- Minister of Religion.
- Dentist.
- Chartered Accountant.
- Solicitor or Notary.
- Teacher or Lecturer.

Take a photocopy of the original document. Show the original and copy and ask the person to certify the copy by:

- Writing "Certified to be a true copy of the original seen by me" on the document.
- Writing "True likeness to the individual" on the document.
- Signing and dating it.
- Printing their name under the signature.
- Adding their occupation, address and telephone number.

Remember, the person you ask should not be:

- Related to you.
- Living at the same address.
- In a relationship with you.

Please send the certified copies of identification to the following address:

Legal & General Financial Advice
PO Box 17225, Solihull, B91 9US





List 1: Proof of Identity (ID)

Please choose **one** document from the list below

- | | | |
|---|--|---|
| 1 | Passport | It must be current and valid. If you don't have these, you can use an expired passport or a birth certificate. If using a birth certificate and you have changed your name by marriage, please also supply your marriage certificate as well. |
| 2 | Photocard driving license | It can be a full or provisional licence, and must be current and valid. If you don't have this, you can use an expired passport or a birth certificate. If using a birth certificate and you have changed your name by marriage, please also supply your marriage certificate as well. |
| 3 | Old-style paper driving license | It must be a full licence, and current and valid. |
| 4 | UK Biometric Residence permit | It must be current and valid. |
| 5 | Letter from HM Revenue & Customs (HMRC) tax office | We do not accept a P45 or P60. This should be a recent statement – within the last 6 months or within 12 months if only issued annually. |
| 6 | Evidence of entitlement of state or local authority benefits | This should be recent evidence. As well as the individual's name it must have their date of birth, or address. |
| 7 | Firearms certificate or shotgun license | It must be current and valid. |



List 2: Proof of Address

Please choose **one** document from the list below

- | | | |
|---|--|---|
| 1 | Council tax statement or demand letter | This must be for the current tax year. |
| 2 | Current bank statement or mortgage statement | This should be a recent statement – within the last 6 months or within 12 months if only issued annually like a mortgage statement. We do not accept credit or store card statements. |
| 3 | Utility bill | It must be a full licence, and current and valid. |
| 4 | Photocard driving license | It must be current and valid. |

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