|  |
| --- |
| A green sign with gold text  Description automatically generated Evidence of Identity |
| Record and scan/ photograph one item from List A, two items from List B, or one from List B and one from List C for each client.esure on==g on Mr Thomas, Mr Thomas confirming Elizabeth is spelt with a Z and not a S. |
| Client One  |
| List A | **Reference/account number** |  |
| Current Signed Passport |  | Place of Birth:  | DOB.  | Expiry  |
| Resident Permit issued to EU nationals by Home Office |   |   |   | Expiry |
| ***Current*** UK/EU Photo Driving Licence  |  | Address current? Y/N | Issue date  |
| Firearms certificate/shotgun licence |   | Issuing Authority | Issue Date |
| **List B** |  |
| ***Current Full*** UK Driving Licence (old style)  |   |   | Address current? Y/N | Issue Date |
| State Pension or Benefits Book/ notification letter  |   | Issuing Authority | Issue Date |
| Sub-contractors Certificate |   | Issuing Authority | Issue Date |
| Inland Revenue tax notification |   | Type: P45/ P60/Notice of Coding | Issue Date |
| List C |  |
| Home visit by a staff member | Yes / No |  | Date of visit  |
| Land registry check |   | Title Number  | Address current?Y/N | Date of check |
| Electoral roll check  |   |  | Address current?Y/N | Date of Check |
| *Most Recent* Mortgage Statement |   | Lender | Address current?Y/N | Issue Date |
| Current Local Authority Tax bill |   | Authority | Address current? Y/N | Issue Date |
| Local Authority rent card or tenancy agreement |   | Authority | Address current? Y/N | Issue Date |
| Bank/building society/credit card statement or passbook |   | Issuer | Address current? Y/N | Issue Date |
| Utility Bill (not mobile phone and not printed off the internet) |   | Utility | Address current? Y/N | Issue Date |
|  |  |  |  |  |  |  |  |  |
| Client Two  |
| List A | **Reference/account number** |   |
| Current Signed Passport |  | Place of Birth | DOB. | Expiry  |
| Resident Permit issued to EU nationals by Home Office |   |   |   | Expiry |
| ***Current*** UK/EU Photo Driving Licence  |   | Address current? Y/N | Issue Date  |
| Firearms certificate/shotgun licence |   | Issuing Authority | Issue Date |
| **List B** |  |
| ***Current Full*** UK Driving Licence (old style)  |   | Issue Date | Date of Issue |
| State Pension or Benefits Book/ notification letter  |   | Issuing Authority | Issue Date |
| Sub-contractors Certificate |   | Issuing Authority | Issue Date |
| Inland Revenue tax notification |   | Type: P45/ P60/Notice of Coding | Issue Date |
| List C |  |
| Home visit by a staff member | Yes / No |  | Date of visit  |
| Land registry check |   | Title Number  | Address current?Y/N | Date of check |
| Electoral roll check  |   |  | Address current?Y/N | Date of Check |
| *Most Recent* Mortgage Statement |   | Name of Lender | Address current?Y/N | Issue Date |
| Current Local Authority Tax bill |   | Name of Authority | Address current? Y/N | Issue Date |
| Local Authority rent card or tenancy agreement |   | Name of Authority | Address current? Y/N | Issue Date |
| Bank/building society/credit card statement or passbook |   | Name of Issuer | Address current? Y/N | Issue Date |
| Utility Bill (not mobile phone and not printed off the internet) |  | Name of Utility | Address current? Y/N | Issue Date |