

Identification Verification Form

This form should only be used for Identification Documentation.

Place identity document, picture down, on the photocopier, then place this form over the top, with the identity document here ensuring the signature page of your passport is included. Please now take a copy, and complete your details below.

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I certify that this is a true copy of the original document which I have seen and that the photograph bears a true likeness to the individual whom I have met. Certification must be dated within 3 months.

Full Name of Certifier

Signature of Certifier

Position of Certifier

Staff/FCA Number of Certifier

Company of Certifier

Contact Number of Certifier

Email Address of Certifier

Date

Day

/

Month

/

Year

Signature of Client

***Please note that the person certifying the document cannot be a family member.**



**SKIPTON
INTERNATIONAL**

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Verification of Identity* - Help Sheet

Acceptable Proof of Identity:-

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

Acceptable Proof of address:-

A professional person should simply certify these documents as being a "True and accurate copy of the original document which I have seen" before printing their name, signing and dating the certification.

- 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 you use a PO Box address in addition to your residential address, we will also require proof of this address. For UK lending, this address can not be the BTL address.

Certifiers:-

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

This list is not exhaustive.

*** It is advisable to use our Identification Verification Form which contains the correct certification wording.**

PO BOX 509, Tudor House, The Bordage, St Peter Port, Guernsey, Channel Islands, Great Britain, GY1 6DS

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February 2024