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.

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.

Document ID

Signature of Client

Full Name of Certifier

Signature of Certifier

Position of Certifier

Qualification Number of the Certifier e.g. ACCA number

Company of Certifier

Contact Number of Certifier

Email Address of Certifier

Date

Day / Month / Year

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

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Verification of Identity* - Help Sheet

Acceptable Documents:-

The following documents can be used to verify your identity:

We can use one of the following as long as it contains a photo of you:

- current passport
- current national identity card
- armed forces identity card
- driving licence.

The following examples can be used to verify your residential address:

- a recent bank/credit card statement or utility bill which is dated within the last three months:
- correspondence from an independent source such as a central or local government department or agency (in the Bailiwick and the Bailiwick of Jersey this will include States departments and parish authorities);
- a letter confirming your residential address which has been signed by a director or officer of either a reputable overseas employer or a reputable overseas business with which you have an existing business relationship with.
- a tenancy agreement;
- an electoral roll.

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 Buy-To-Let address.

Documents should be certified using the following certification wording:

Verification of Identity:-

'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'.

Verification of Address:-

'I certify that this is a true copy of the original document which I have seen'.

All Certifiers must provide adequate information which should include:

- Full name of certifier;
- Professional position or capacity held along with membership details to professional bodies where applicable;
- date of certification;
- At least one method of contact, e.g. email, telephone, etc.

Suitable Certifiers:-

The firm currently accept documents certified by an individual actively holding one or more of the following professional positions and is deemed independent of the individual:

- a qualified accountant, registered with the relevant national professional body;
- a qualified actuary, registered with the relevant national professional body;
- a qualified lawyer, attorney or barrister, registered with the relevant national professional body;
- a qualified doctor, registered with the relevant national professional body;
- a serving judge;
- a serving justice of the peace;
- a current member of parliament (all Houses);

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- A director or equivalent employed by a regulated business located in one of the countries listed below:
- notary public; and
- officer of an embassy, consulate or high commission of the country or territory that issued the passport or identification.

Please note we may have to contact the certifier in order to verify any of these documents.
It cannot be a family member.

Australia
Austria
Belgium
Bermuda
Canada
Cyprus
Denmark
Estonia
Finland
France
Germany
Greece
Hong Kong
Hungary
Ireland
Isle of Man
Italy
Japan
Jersey
Lativa
Liechtenstein
Lithuania
Luxembourg
Netherlands
New Zealand
Norway
Portugal
Singapore
Slovenia
Spain
Sweden
Switzerland
United Kingdom
United States of America

*** 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

+44 (0)1481 730730 www.skiptoninternational.com

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