

# Identification Verification Form

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.

**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/FCA Number of Certifier

Company of Certifier

Contact Number of Certifier

Email Address of Certifier

Date

 /  / 

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

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

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



**SKIPTON  
INTERNATIONAL**

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# SKIPTON INTERNATIONAL

## 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:-

- 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.

If you are resident overseas and are using a relative's address in the UK for correspondence for example, we will require proof of identity and address for the relative.

### 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.

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

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