

PROVING YOUR IDENTITY

We ask all our clients to provide us with documentary evidence to prove their identity. In some matters we are required by the money laundering and terrorist financing legislation to obtain evidence to prove that you are who you say you are. The purpose of the legislation is to prevent criminals from using legitimate financial and fiscal systems to hide the proceeds of crime or to finance terrorism. We may not be able to act for you if we are not satisfied as to your identity.

Two documents are required, one from each of the following lists; do not send your documents to us in the post. Please bring the documents with you on your first visit to our office or have the documents to hand if we call to see you.

Evidence of Personal Identity

Current Passport
EEA member state identity card
Current Armed Forces ID Card
Current UK or EU Driving Licence*
Blue disabled driver's pass
Employer's ID with photo and signature, or self-employed registration card for individuals and partnerships in the construction industry
Current Shotgun Licence
Letter from UK Government Dept. e.g. Pension Service, HMRC, Jobcentreplus (dated within the last year)*
Local Authority Personal Alcohol Licence card

Evidence of Address

Recent (less than 3 months old) original utility bill (not printed from the internet and not a mobile phone bill).
Council Tax demand (current year)
Current UK or EU Driving Licence*
Local council rent card or tenancy agreement
Bank/Building Society mortgage or Credit Card statement (not printed from the internet)
Current Motor Insurance Certificate
Letter from UK Government Dept. e.g. Pension Service, HMRC, Jobcentreplus (dated within the last year)*

* These documents can be used to verify either your name or address but not both

Please contact us if you do not have any of these documents as there may be other forms of evidence we can accept. Alternatively, we could carry out an electronic identity check through Veriphy at a cost of £3.50 plus VAT per person. If you would like to use this service, please contact us so we can advise you of the details we require to carry out the search.