



### **Anti-money laundering documentation guidelines for UK residents**

Please supply **one** document from **both** section one and two below.

The same document cannot be used to cover both sections.

#### **Section one: Evidence of personal identity**

- Current passport
- Current full EEA/UK photo or old-style driving licence
- UK photo provisional licence
- EEA member state identity card (UK identity cards are not acceptable)
- Northern Ireland voters card
- Residence permit issued by the Home Office
- Firearms certificate
- A letter or document which evidences entitlement to a state or local authority benefit, tax credit, pension or grant (dated within the last 12 months)

#### **Section two: Evidence of address**

- Recent utility bill (mobile phone bills are not acceptable)
- Recent bank/building society statement or letter
- Recent letters or statements from other FCA-regulated financial institutions, e.g. pension providers or insurers
- Recent credit card statement
- HM Revenue & Customs (formerly the Inland Revenue) Tax correspondence  
(P45s and P60s are not acceptable)
- Current local authority council tax statement or demand letter
- Current full EEA/UK photo or old style driving licence
- UK photo provisional licence
- EEA member state identity card (UK identity cards are not acceptable)
- Northern Ireland voters card

- An instrument of a court appointment e.g. a liquidator or grant of probate
- Solicitor’s letter confirming completion of a house purchase or land registration that was completed in the last 12 months
- Local council rent card or local council tenancy agreement
- State Pension or benefits notification letter
- Firearms certificate

### **Section three: Who can certify the documents?**

All documents must be originals. However, we can accept copies certified by authorised signatories in the UK from the list below:

- An employee of a firm regulated by the Financial Conduct Authority (FCA) (For example: Financial Advisor, Bank/Building Society employee). Please note some banks/building societies do not offer a certification service.
- Lawyer or Solicitor (registered in the UK)
- Chartered accountant (who is a member of the Institute of Chartered Accountants)
- Doctor of medicine
- Police officer
- Post Office Document Certification Service
- Teacher
- Notary Public
- Judge

Please note some services may charge for the certification facility. The person who certifies the document must make sure the copy includes:

- The words ‘I confirm this is a true copy of the original that I’ve seen’
- Their name, signature, date and a contact address, daytime telephone number and description of their professional capacity