

Certification of identity documents

If we are unable to confirm your identity electronically, a member of our staff may need to do a manual verification in order to complete your application. This may also be required e.g. if you change your name.

We will only accept photocopies of documents where each page has been certified in the style described below. Any documents that are not correctly certified will be returned to you for re-certification.

Please **do not send original documents**, as we cannot guarantee their safety.

Each page must be certified in **original ink** (we cannot accept photocopies of documents after they have been certified) and the certifier cannot appear as a named person within the document.

A relative cannot certify your identification.

The following people can certify your identification:

- Accountant
- Barrister, Solicitor
- Bank or Building Society Official
- Commissioner of Oaths / Notary Public
- Justice of the Peace
- FSA registered broker / introducer
- Post Office Official (UK only)
- Attorney

The certifier must:

- Write on each photocopy, 'I certify this is a true copy'
- State their profession
- Print their name, address and phone number (staff number or authorised signatory number if appropriate)
- Sign and date the photocopy