

What Identification (ID) we accept and how to get ID certified

To verify ID, The Stafford Building Society requires to see either the original document or a certified copy of the identification written in English. If a copy is provided, each document must be certified with the following information:

- 'Certified to be a true copy of the original as seen by me' must appear on the document.
- The certifier must sign and date the document within the last three months.
- The certifiers full name must be printed clearly beneath the signature.
- The certifier must include their occupation, business address, and business telephone number.

The person certifying the document may charge a fee which will not be reimbursed and may also be contacted by The Society to validate the information provided.

Overseas certification: Accepted where certified by a UK Embassy/Consulate, a registered overseas lawyer, or a regulated overseas bank. As well as this, the introducing intermediary/UK solicitor can certify these documents if they have seen the identification and client in person.

Please Note: The person who certifies your clients ID should **not**:

- Be related to the client,
- Be living at the same address or,
- Be in a relationship with the client,
- Or have any beneficial interest in the relationship.

Documents written in a foreign language should be submitted with an official translation in English attached. Translated documented should be certified to confirm:

- That the document is a 'true and accurate translation of the original'
- The date of translation
- The full name and contact details of the translator or representative of the translation company.

Please Note: We will not accept documents translated by brokers. The Society reserves the right to directly approach any third party involved within the verification process to confirm details provided.

List A - Proof of Person - All items are required from this list

Valid UK Passport - must show reference number and date of expiry.

Valid work/residency visa/permit for the country of residence showing applicant can live and work in the country of residence.

List B - Proof of Address - 2 documents from this list of which must show address of the country of residence

Valid National Identity card.

Bank statement issued within last 3 months - must be a posted document e.g. not internet statements.

Valid photocard driving license for the country of residence.

Utility bill statement issued within last 3 months (communication suppliers not accepted).

Latest Residential Mortgage statement for overseas residential address issued within last 12 months.

Latest Mortgage statement for UK Buy to Let property issued within last 12 months (remortgage only).

Latest tenancy/lease agreement for overseas address.

Employment contract and employment reference stating applicant's current residential address and passport details.

Letter from an international solicitor/notary/justice of the peace confirming address of applicant.