

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 certifier's 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 client's 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 documents 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.
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Valid work/residency visa/permit for the country of residence showing applicant can live and work in the country of residence.
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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.
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Valid photocard driving license for the country of residence.

Utility bill statement issued within last 3 months (communication suppliers not accepted).
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Latest Residential Mortgage statement for overseas residential address issued within last 12 months.
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Latest Mortgage statement for UK Buy to Let property issued within last 12 months (remortgage only).
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Latest tenancy/lease agreement for overseas address.
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Employment contract and employment reference stating applicant's current residential address and passport details.
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Letter from an international solicitor/notary/justice of the peace confirming address of applicant.
