

### 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. 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.

The document must be certified by a professional person or someone of good standing in your community. Below are a few examples of acceptable certifiers:

• Solicitor or Barrister	• Bank/Building Society Official	• Dentist or Pharmacist
• Minister of a Recognised Religion	• Police Officer	• Lecturer or Teacher
• Certified Accountant	• Doctor	• Independent Financial Advisor (FCA Regulated)

**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.

The client's identification documents **CAN** be certified by the mortgage broker.

**Overseas certification:** Accepted where certified by a UK Embassy/Consulate, a registered overseas lawyer, or a regulated overseas bank.

If we are unable to verify the client's identity, we may need to ask for original identification documents or additional ID from the lists below.

#### List A - Proof of Name

Valid full UK driving licence, including the old paper style version
Valid provisional UK photocard driving licence
Valid passport (Current and valid) (For mortgage applications: evidence of right to reside, e.g. Share Code/VISA)
Biometric residence permit or EU/EEA identity card
Firearms certificate or shotgun licence
Identity card issued by the Electoral Office for Northern Ireland

#### List B - Proof of Address - Type of Document

Valid Full UK or provisional driving licence, including the old paper style version
UK Council tax bill (must be less than 12 months old)
UK based Bank or Building Society statement (must be less than 3 months old)
UK Mortgage statement (must be less than 12 months old)
UK Utility bill (must be less than 3 months old)
UK Water bill (must be less than 12 months old)
HMRC Notice of Coding (Issued within the last 12 months)
State Pension letter (Issued within the last 12 months)
Letter from Benefits Agency (DWP or housing benefits), including Universal Credit welcome letters (must be less than 12 months old)