

Customer Verification Form

(for Brokers' use only)



Name of Applicant 1 (Complete the reverse side for Applicant 2)		Date of Birth
Current Address		
		Postcode
I certify that the application is	<input type="checkbox"/> Face to Face	<input type="checkbox"/> Non Face to Face
Mortgage Reference Number		

Face to Face customers are those who have been interviewed in person. One item of evidence to prove their Personal Identity and one to prove their address, taken from the list below, will be required. Non Face to Face customers are those who have never been personally interviewed. In addition to the requirements outlined above, one additional item of evidence, taken from the list below will also be required.

A Evidence of personal identity	Reference/Account/Serial Number	Issuing Authority (3)	Place of Birth	Date of Birth	Date of Expiry	Certified copy attached? (2)
Current Full Signed Passport (4)				DoB		
Resident Permit issued to EU Nationals by the Home Office		Country of Origin		DoB		
Disabled Persons Parking Permit (6)		Issuing Authority				
					Date of Issue	
Current UK/EU Photo Driving Licence (1)				DoB		
Current Full UK Driving Licence (old style) (1)				DoB		
Firearms Certificate (1)		Issuing Authority				
State Pension or Benefits Book/ Notification Letter (1)		Issuing Authority				
Sub-contractors Certificate		Issuing Authority				
Inland Revenue Tax Notification (1)	National Insurance No.	<input type="checkbox"/> Self Assessment Return	<input type="checkbox"/> Notice of Coding			

B Evidence of current address	Reference/Account Number	Name of	Date of Issue	Certified copy attached? (2)
Most Recent Mortgage Statement		Lender		
Current Local Authority Tax bill		Authority		
Current Local Authority Rent Card or Tenancy Agreement		Authority		
Bank/Building Society/Credit Union Statement or Passbook (5)		Issuer		
Utility Bill (not mobile phone) (5)		Utility		
Current UK/EU Photo Driving Licence (1)			DoB	
Current Full UK Driving Licence (old style) (1)			DoB	
State Pension or Benefits Book/ Notification Letter (1)		Issuing Authority		
Firearms Certificate (1)		Issuing Authority		
Inland Revenue Tax Notification (1)	National Insurance No.	<input type="checkbox"/> Self Assessment Return	<input type="checkbox"/> Notice of Coding	

- Notes : (1) These items may be used to evidence address or identity but not both.
- (2) If attaching certified copies of the evidence please also record the relevant details on this sheet as this will help with record keeping in the event that copy documents become detached from the certificate
- (3) Enter the country of origin or the three letter code of the issuing state or country (i.e. UK passports enter GBR)
- (4) If the passport is non British a certified copy **must** be attached.
- (5) Documents must be either current or dated within the last 3 months.
- (6) This must be the blue badge as the orange badges without an expiry date are no longer valid.

I CERTIFY THAT I have verified the identity and address of the Applicant named above and having: a) seen the original documents; b) checked that any requiring a signature were pre signed; and c) confirmed that any associated photograph of the applicant bore a good likeness to the applicant, have included the relevant reference information or certified documentary evidence on/with this certificate.	Signature* <input style="width:90%;" type="text"/> Name <input style="width:90%;" type="text"/> Position <input style="width:90%;" type="text"/> Date <input style="width:90%;" type="text"/> Tel. <input style="width:90%;" type="text"/>	Company Address <input style="width:95%;" type="text"/> <input style="width:95%;" type="text"/> <input style="width:95%;" type="text"/> <input style="width:95%;" type="text"/> †FSA/NACFB Ref No. <input style="width:90%;" type="text"/>
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* N.B. This certificate must be signed by the person who has seen the original documentary evidence.
 †N.B. NACFB members/associate members are only acceptable for Buy-to-Let cases.

Customer Verification Form (for Brokers' use only)

Name of Applicant 2		Date of Birth
Current Address		
		Postcode
I certify that the application is	<input type="checkbox"/> Face to Face <input type="checkbox"/> Non Face to Face	Mortgage Reference Number

Face to Face customers are those who have been interviewed in person. One item of evidence to prove their Personal Identity and one to prove their address, taken from the list below, will be required. Non Face to Face customers are those who have never been personally interviewed. In addition to the requirements outlined above, one additional item of evidence, taken from the list below will also be required.

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Disabled Persons Parking Permit (6)		Issuing Authority				
					Date of Issue	
Current UK/EU Photo Driving Licence (1)				DoB		
Current Full UK Driving Licence (old style) (1)				DoB		
Firearms Certificate (1)		Issuing Authority				
State Pension or Benefits Book/ Notification Letter (1)		Issuing Authority				
Sub-contractors Certificate		Issuing Authority				
Inland Revenue Tax Notification (1)	National Insurance No.	<input type="checkbox"/> Self Assessment Return	<input type="checkbox"/> Notice of Coding			

B Evidence of current address	Reference/Account Number	Name of	Date of Issue	Certified copy attached? (2)
Most Recent Mortgage Statement		Lender		
Current Local Authority Tax bill		Authority		
Current Local Authority Rent Card or Tenancy Agreement		Authority		
Bank/Building Society/Credit Union Statement or Passbook (5)		Issuer		
Utility Bill (not mobile phone) (5)		Utility		
Current UK/EU Photo Driving Licence (1)			DoB	
Current Full UK Driving Licence (old style) (1)			DoB	
State Pension or Benefits Book/ Notification Letter (1)		Issuing Authority		
Firearms Certificate (1)		Issuing Authority		
Inland Revenue Tax Notification (1)	National Insurance No.	<input type="checkbox"/> Self Assessment Return	<input type="checkbox"/> Notice of Coding	

- Notes : (1) These items may be used to evidence address or identity but not both.
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<p>I CERTIFY THAT I have verified the identity and address of the Applicant named above and having:</p> <p>a) seen the original documents;</p> <p>b) checked that any requiring a signature were pre signed; and</p> <p>c) confirmed that any associated photograph of the applicant bore a good likeness to the applicant, have included the relevant reference information or certified documentary evidence on/with this certificate.</p>	<p>Signature* <input style="width: 90%;" type="text"/></p> <p>Name <input style="width: 90%;" type="text"/></p> <p>Position <input style="width: 90%;" type="text"/></p> <p>Date <input style="width: 90%;" type="text"/></p> <p>Tel. <input style="width: 90%;" type="text"/></p>	<p>Company Address <input style="width: 95%;" type="text"/></p> <p><input style="width: 95%;" type="text"/></p> <p><input style="width: 95%;" type="text"/></p> <p><input style="width: 95%;" type="text"/></p> <p>†FSA/NACFB Ref No. <input style="width: 90%;" type="text"/></p>
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