

Proof of Identity

We are in the process of reviewing our files and note that we do not have up to date Proof of Identity and Residence for you. For long-term clients this may be because prior to March 2004 it was not necessary to obtain this information.

We do now need to see you with the appropriate original documents and then take copies for our files.

Please bring your proof of ID and residence to your next meeting with us or arrange to call in with this when next in the vicinity of the Enterprise Centre.

If you are dropping off/collecting items from us in the near future, you may wish to arrange to bring the documents with you. We will copy these whilst you remain outside the building.

Acceptable documents are:

Proof of Name:

This must be photographic

Current signed passport

Original birth certificate

Current photocard driving licence (not provisional)

Photographic construction industry registration card

Benefit book or original notification letter from the Benefits Agency

Firearms or shotgun certificate

Proof of Address:

These must be dated within the last three months

Personal bank statement or passbook dated/updated within the last three months (not credit card statements)

Council tax bill for the current tax year.

Original utility bill issued within the last three months (not mobile phone bills)

Current driving licence (not provisional)

Original mortgage statement from a recognised lender issued for the last full year

Solicitors letter dated within the last three months confirming house purchase or land registry confirmation of address

Council or housing association rent card or tenancy agreement for the current year.

Benefit book or original notification letter from the Benefits Agency

HMRC self-assessment letters or tax demand dated within the current tax year

Electoral register entry or NHS medical card or letter or confirmation from GP's practice of registration with the surgery.

We must see two documents, one from each list. At least one must be photographic.