



PROOF OF IDENTITY FORM - INDIVIDUAL

In accordance with the requirements of the anti-money laundering; proceeds of crime and anti-terrorism legislation, we are required to establish and record evidence of the identity of all of our clients before commencing work on their matters.

In order to meet the requirements, we would be grateful if you would complete the form below in detail, and attach copies of the relevant identification documents. If you do not attend our office with your identification documents these must be certified by another solicitor (or notary, court officer, etc.) and there may be a small fee payable for this. Thank you.

Client	Mr	Mrs	Ms	()	Surname	
Forename					Previous Name	
Address						
Postcode						
Date of Birth (DD/MM/YYYY)				National Insurance No.		
Capacity (When acting on behalf of a business)				Director / Secretary / Partner		

SECTION A – Primary evidence of identity (ONE document from those shown below)	
Document A:	Reference on document produced:

- | | | | |
|-----|--|------|--|
| A.1 | Current Passport | A.2 | Current Photocard Driver’s Licence |
| A.3 | Current EEA Member State Identity Card | A.4 | Benefit Book/ Pension Book |
| A.5 | Birth Certificate | A.6. | Firearms Certificate or Shotgun Licence |
| A.7 | Armed Services Identity Card | A.8 | Residence Permit issued by the Home Office |

SECTION B – Other evidence of identity (ONE document from those shown below)	
Document B:	Reference on document produced:

- | | | | |
|-----|---|------|---|
| B.1 | Bank Statement | B.2 | Utility Bill |
| B.3 | Current Local Authority Tax Bill | B.4 | Most Recent Original Mortgage Statement |
| B.5 | Copy of Electoral Register | B.6. | House or Motor Insurance Certificate |
| B.7 | Local Council or Housing Association Rent Card or Tenancy Agreement | | |

Signed by the Client Dated

Countersigned by Colin Jamieson to confirm that we have received and recorded proof of identity as indicated above.

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