

## Terms and conditions for certification of documents required

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Where formal identification is required, it is not necessary to forward original documents to Headquarters, however if copies are to be provided they must be certified.

### Identification Documents:

Must be current, pre-signed and bear a photograph of the applicant; for example:-

- Passport
- Armed Forces ID card
- Provisional or full driving licence (not International Drivers' Permits/Licences)
- Government issued National Identity Card

### Verification of Address Documents:

Must be recent (within the last six months); for example:-

- Paid household utility bill
- TV licence
- Recent bank, building society or credit card statement showing the address and bill payer
- Provisional or full driving licence if not used as proof of identification

Mobile phone bills and computer print outs of online banking/building society or credit card statements are not acceptable.

### Verification for proof of existence of business and association to that business:

Must be appropriate for type of business, for example:-

- Certificate of incorporation
- Certificate/proof of registration if, for example; a charity, trust or partnership
- If relevant, proof of relationship of individual to company, charity etc. For example confirmation on headed letter paper of position in company signed by the Director.

### Certification of Documents:

Must be certified by a suitable person employed in a public regulated service/profession such as;

- A lawyer
- Accountant
- Manager or Director of a bank/regulated financial institution
- Notary public
- Family doctor
- Qualified teacher
- Member of the judiciary, police officer, a senior civil/public servant or Consular, Official at a British Embassy or Consulate.

The certifier should sign and date the copy document (printing his/her name clearly in capital letters underneath), state that it is a true copy of the original, and clearly indicate his/her position or capacity on it. (It is not necessary to confirm the true likeness to photographs.)

Documents such as full driving licences may be used to confirm either identity or address **but** not both.

Documentation must be in English