

**PROOF OF IDENTITY**

THE GOVERNMENT'S MONEY LAUNDERING REGULATIONS MEAN THAT SOLICITORS HAVE TO CARRY OUT COMPULSORY IDENTITY CHECKS ON THEIR CLIENTS.

**EACH CLIENT MUST PROVIDE ONE DOCUMENT FROM LIST A **AND** TWO SEPARATE DOCUMENTS FROM LIST B.**

**IF YOU ARE ACTING AS ATTORNEY OR DEPUTY WE REQUIRE IDENTIFICATION FOR BOTH YOU **AND** THE PERSON YOU ARE ACTING ON BEHALF OF.**

FIRST CLIENT: LIST A
1. Full Valid Passport
2. A valid UK Photo-card driving licence

SECOND CLIENT: LIST A
1. Full Valid Passport
2. A valid UK Photo-card driving licence

LIST B
<ul style="list-style-type: none"> <li>• A receipted utility bill less than three months old</li> </ul>
<ul style="list-style-type: none"> <li>• A current council tax bill</li> </ul>
<ul style="list-style-type: none"> <li>• A bank or mortgage statement less than three months old</li> </ul>

LIST B
<ul style="list-style-type: none"> <li>• A receipted utility bill less than three months old</li> </ul>
<ul style="list-style-type: none"> <li>• A current council tax bill</li> </ul>
<ul style="list-style-type: none"> <li>• A bank or mortgage statement less than three months old</li> </ul>

Please call into our office with the originals.

If this is not possible please arrange to have the documentation copied and certified as a true likeness by a Solicitor, Bank Manager, Accountant or Regulated Financial Advisor. The certification on each copy should be in the following **words "I certify that this is a true copy of the original (followed by the name of the certifier, business address/company stamp and the date)"**. For photographic identification the certification must also state "I also confirm that I have verified the identity of the individual and confirm that it is a true likeness"

Please also note that if you are selling a property which you do not currently reside in, we will also require two further forms of proof of address linking you to the sale property. In this instance, we will accept any documents listed within List B above along with any of the following:

1. Your schedule of buildings insurance policy;
2. Your annual mortgage statement.