

ID REQUIREMENTS FOR BRANCH SAVINGS CUSTOMERS

WHY DO WE NEED TO VERIFY YOUR IDENTITY?

We are required by law to seek proof of who you are and where you live. It is also important for us to ensure that the personal information we collect and hold about you is accurate in order to prevent crime. We aim to limit the impact of these requirements on our customers, we will attempt to verify your identity electronically. If we are unable to do this, we will need paper documentation.

ALREADY A CUSTOMER OF THE NOTTINGHAM?

If you are already a savings or mortgage customer of The Nottingham, we may not need to verify your identity again, however on occasions we still may need to. Our branch or head office staff will be able to give you more details.

To help us with this process we will need you to provide one item from **both** List A and List B. We cannot use the same document to check your name and address, they must be different items even if they appear in the same list.

List A – identity	List B – address
Valid current passport	Current full or provisional UK driving licence
Current full or provisional UK driving licence	Evidence of Government or local authority benefit** (HMRC or DWP)
Valid current EU ID card	Utility bill* (excludes mobile) or an annual water bill** (not internet copies)
Evidence of Government or local authority benefit** (HMRC or DWP)	Council tax bill**
Current blue badge (dated within 3 years)	UK bank or building society statement* (not internet copies - if the statement has been printed in branch this must be stamped by your bank)
Current firearms certificate	Tenancy agreement from housing association
Biometric residence permit of UK residence card	
Northern Ireland voting card	

* dated within last 3 months | ** dated within last 12 months

If you don't have these documents, please contact us and we may be able to help you.

UNDER 18s

Opening an account in your sole name

If you are under 18 years old and do not have any identification from List A, we will also accept:

- a birth or adoption certificate
- an NHS medical card.

Also, the item from List B could be in the name of a parent/ guardian living at the same address as you.

Opening an account with an adult as a trustee

If the account is opened with a trustee, we will also need to verify the trustee.

CERTIFIED COPIES

We will accept copies of documents that have been certified by someone from the list below:

Solicitor or barrister	Court official
Police officer	Doctor
Government body official	Financial services intermediary
Bank or building society staff	Member of Parliament
Teacher	Local Government officer

Copies of your documents should be certified using the following wording or stamp; "This is a true copy of the original document". The person certifying must sign their name and include the following details; full name, profession, company address, phone number and date of certification.

If any of this information is missing, we are unable to accept the document as identification.

The person certifying should be in current employment and not a relative. We will accept certification from a person who has retired, provided they still hold the qualification and are still a member of the relevant institute/body. The person certifying must be based in the UK.

We also accept documents certified by the Post Office Document Certification Service.

IMPORTANT NOTES

- If you've changed your name and you want to tell us about it, you will need to provide a marriage certificate or deed poll or decree absolute document
- If you are acting under a Power of Attorney, you must provide identification for yourself and your principal as well as the Power of Attorney document itself
- We will retain a copy of your documents in order to satisfy money laundering regulations.

