

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 Nottingham Building Society?

If you are already a savings or mortgage customer of Nottingham Building Society, 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 the proof of identity list and proof of address list. 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.

Proof of identity	Proof of address
Current UK passport	Current UK paper driving licence (full)
Current UK paper driving license	Current UK photocard driving licence (full or provisional)
Current UK photocard driving licence (full or provisional)	State benefit letter** (showing financial entitlement to state benefit)
State benefit letter** (showing financial entitlement to state benefit)	State pension letter** (showing financial entitlement to state pension)
State pension letter** (showing financial entitlement to state pension)	HM Revenue & Customs notice of tax coding**
HM Revenue & Customs notice of tax coding**	Letter Issued by Government department** (e.g. DWP/HMRC - showing entitlement to tax credits or pension credits)
Letter Issued by Government department** (e.g. DWP/HMRC - showing entitlement to tax credits or pension credits)	Bank statement* (not internet copies)
Current EU passport	Recent utility bill* (not internet copies)
Current EU national identity card	Building society statement or passbook ` with printed address*
Current blue badge (disability parking badge)	Council tax bill**

* 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 the proof of identity list, we will also accept:

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

Also, the item from the proof of address list 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:

Nottingham Building Society branch staff
Solicitor or barrister
Bank or building society staff
Doctor (<i>Not a nurse or social workers</i>)
Member of Parliament
Police Officer

Teacher
Financial services intermediary (<i>inc. an accountant</i>)
Local Government Officer
Government Body Official (inc. Post Office)
Court official

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.