

Identification requirements

We'll need to see some identification from the person who is handling the estate. This could be the next of kin, executor or administrator. The identification must confirm the persons full name and can be one of the following documents:

Passport
Photocard driving licence
UK paper driving licence (full)
State benefit letter (showing financial entitlement to state benefit)*
State pension letter (showing financial entitlement to state pension)*
HM Revenue & Customs notice of tax coding*
Letter issue by Government department (e.g. DWP/HMRC and showing entitlement for tax credits or pension credits)*
Current EU passport
Current EU national identity cards

*Dated within the last 12 months

Certified copies of documents



When you send identification documents to us, please don't send original documents as these may get lost or intercepted in the post. We will accept certified copies of documents that have been certified by someone from the list below:

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

Copies of 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. The person certifying should be current employment, but 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.

If any of this information is missing, we're not able to accept the documentation as identification.



 Talk to us in **branch**
 or visit **thenottingham.com**