

IDENTIFICATION REQUIREMENTS

Please find examples below of documents that may be provided to the Society to satisfy identification requirements. At least one form of identification must be provided from each list.

Original documents must be supplied except if they are sent to us by post. In this case we will accept photocopies providing they are certified by an appropriate person and that the certifying person can be contacted to confirm verification.

Where original Driving Licences, Passports, Medical Cards, and Birth Certificates are sent in the post, they will be returned by recorded delivery.

LIST 1 – VERIFICATION OF IDENTITY

- Valid passport
- Valid photocard driving licence (full or provisional)
- Valid (old style) full UK driving licence
- Firearms certificate or shotgun licence
- Identity card issued by the Electoral Office for Northern Ireland
- Recent evidence of entitlement to a state or local authority-funded benefit, tax credit, pension, educational or other grant
- Building industry sub-contractor's certificate issued by the Inland Revenue
- Recent Inland Revenue notice of coding or tax demand
- Residence permit issued by Home Office to EU Nationals on sight of own country passport
- National Insurance card which bears a signature strip (only for applicants under 18).
- Birth certificate (only for applicants under 18)
- Medical card (only for applicants under 18)
- Library card (only for applicants under 18)

LIST 2 – VERIFICATION OF ADDRESS

- Valid photocard driving licence (full or provisional), if not used for List 1
- Valid (old style) full UK driving licence, if not used for List 1
- Utility bill dated within last three months confirming
- Arrangement to pay for services (not a mobile phone bill)
- Recent bank or building society account statement (excluding Shepshed Building Society statements) or passbook containing current address
- Recent credit card statement
- Recent mortgage statement (excluding Shepshed Building Society statements) from a recognised lender
- Recent Inland Revenue notice of coding or tax demand, if not used for List 1
- Tenancy agreement, if issued by a local council, housing association or reputable letting agency, or a local council rent card
- Recent evidence of entitlement to a state or local authority-funded benefit, tax credit, pension, educational or other grant, if not used for List 1
- Medical Card (only for applicants under 18), if not used for List 1