

When you apply for a mortgage, savings account, third party access or advise a change to your personal details with the Society, we are required to verify your identity and address to comply with Money Laundering Regulations. All financial service providers comply with the regulations to make it harder for criminals to use stolen identities and hide proceeds of crime.

The Society uses an electronic verification search with its credit reference agency to confirm your identity and address; if this is successful we will confirm the search with you. This search does not affect your credit rating. In certain situations (where you are under 18 years of age, where you are not on the electoral roll, where inconsistencies are identified or you have recently moved house) the search may fail, if this applies to you we will request additional paper documents as set out in the table overleaf.

The Society's Privacy Policy details how we use your data, copies of the policy are available on request, or alternatively can be viewed on the Society's website [www.chorleybs.co.uk](http://www.chorleybs.co.uk).

**Paper documents** *please see details of acceptable documents in the table overleaf;*

Where applicable, you are required to provide two paper documents, one from List A - verification of your identity, plus one from List B - verification of your name and residential address. All documents produced must be current, within the date accepted and state your full name and current residential address. The same document cannot be used to verify both your identity and address.

**If you are under 18 years of age** we require one document from List C to verify your name **plus** one from List B to verify your residential address in your parent/guardian's name.

**If you move address within the UK** we require one document from List B to verify your new address.

**If you change your name** we require one document from List D to verify your new name.

**Please note:** Original current documents are the preferred format; printed documents from the Internet are not acceptable. Certified copy documents may be accepted and must adhere to the criteria for certified documents set out below in all instances.

### **Certified documents criteria;**

Copies of your original documents are only accepted certified from the following professions;

- Solicitor
- Police Officer
- Principal of higher education establishment
- Financial Services Intermediaries
- Local Government Officer
- Chartered Accountant
- Bank/Building Society Manager

The certified document must quote - 'I certify that I have seen the original document'. The certifier must sign and print their full name, note their profession, company address, phone number and dated less than 3 months old.

The certifier must not be named as an account holder.

Please note certified documents will be retained by the Society.

## List A - verification of your identity

- Passport (UK or foreign)
- UK photo-card driving licence
- UK full old style paper driving licence
- UK Residence Permit
- UK Blue Badge parking permit
- DWP pension/state benefit entitlement -current year
- HM Revenue & Customs tax notification – current year
- Signed Firearms Certificate

## List B - verification of your name and residential address

- Utilities bill – less than 3 months old
- Council tax bill – current year
- UK photo-card driving licence
- UK Full old style paper driving licence
- Care Home residence verification - signed by appropriate authority
- Bank/Building Society statement -less than 3 months old
- Local council tenancy agreement
- Solicitors letter confirming recent house purchase
- Proof of parents/guardians address (under 18's only)
- DWP pension/state benefit entitlement letter -current year

## List C - under 18 years of age (plus where applicable parents proof of address)

- Passport (UK or foreign)
- UK photo-card driving licence
- Young Persons rail/travel photo-card
- Birth Certificate
- NHS Medical Card - must verify holders name and address
- Child Benefit/Tax Credit entitlement document

## List D - change of name

- Marriage/Civil partnership certificate
- Decree Absolute
- Dissolution Order
- Official Deed Poll
- Statutory Declaration
- Birth certificate