

IDENTITY REQUIREMENTS

LIST 1: PROOF OF IDENTITY

- Current valid passport (with English translation if not in English).
- Current UK photocard driving licence (full or provisional).
- Current old style UK driving licence (full).
- Full EU or EEA photocard driving licence.
- Current EU/EEA (non-UK) member state national identity photocard.
- Biometric residence permit.
- Valid shotgun licence/Firearms certificate.
- Current Northern Ireland electoral ID card.
- Instruction from the Court appointing you Court of Protection or grant of probate for an individual.
- Letter from a Government agency confirming you will receive any state benefit (including state pensions) issued in the last 12 months.
- Letter from HMRC about tax notification or assessment or statement of account issued in the last 12 months.
- UK Armed Forces military ID card (valid for the current period).
- Centrally issued EU and EEA national identity cards.

LIST 2: PROOF OF ADDRESS

- Currently valid UK photocard driving licence (full or provisional).
- Full EU or EEA photocard driving licence.
- Current old style UK driving licence (full).
- Letter from a Government agency confirming you will receive any state benefit, including state pensions issued within the last 12 months.
- Letter from HMRC about tax notification or assessment or statement of account issued in the last 12 months.
- Council tax bill from a local authority issued in the last 12 months or relating to the current year.
- Bill for utility (such as gas, electricity, water, phone – but not mobile phone) issued in the last 6 months.
- Statement or letter from a bank / building society / credit card company / life insurance broker / investment company, indicating that you are an active customer of theirs issued in the last three months.
- Statement from a mortgage company indicating that you are an active customer of theirs (monthly statement issued in the last three months or annual statement issued in the last 13 months).
- Letter or tenancy agreement from local authority / housing association / public letting agency issued in the last 12 months.
- Valid shotgun licence/Firearms certificate.
- Letter or statement for student loan (must include your home address) valid for the current academic year.
- Letter from a nursing home or care home, confirming your residency at the home issued in the last month.
- Letter of introduction from university (only accepted if you also use a valid passport or national identity card as your proof of identity) issued in the last month and current for the academic year.

CERTIFYING DOCUMENTATION

We may change this list in line with legislation or guidance, please check our website for the most up to date information:
<https://www.auth1.mycoop.co.uk/help-and-support/contact-us/identification-requirements/>

- You may have to provide two documents from List 1 and one document from List 2 for each applicant.
(Any item which is duplicated in List 1 and List 2, will only be accepted as one form of identification.)
- Each document must be a photocopy of the original document, and must contain the signature of the person certifying.
PLEASE NOTE: we cannot accept photographs or hand held scanners.
- The person who has seen the original document must certify each document using the following wording: 'I certify that this is a true copy of the original'. They must then state their name, company name, and each certification must be signed and dated.
- If you have seen the applicant face to face, and the document includes photographic identification, you must state 'I certify that this is a true likeness of the applicant'.
- Mortgage Introducers who are certifying documentation must be FCA authorised.
- A professional person (lawyer) covered by money laundering regulations may also certify copies of identification documents.

We accept identification documents via document upload, email, fax or post.
We will only accept correctly certified identification documents.