

Identification Requirements

43 Church Street, Reigate, Surrey, RH2 0AE

Tel: 01737 245716 **Fax:** 01737 246962

Website: www.holmesdale.org.uk **E-mail:** mail@holmesdale.org.uk

Member of the Building Societies Association

*Authorised and regulated by the Financial Services Authority -
our Firm Reference Number is 206037.*

IDENTIFICATION REQUIREMENTS

By law we are required to confirm the name and address of each applicant.

IMPORTANT

The Society will seek information from one or more credit reference agency as detailed in the section headed *Data Protection* on the application form. The results of this electronic check will determine the paper identification requirements which follow.

Existing Members

If you are an existing member of the Society, you will not usually have to show further proof of your identity if your details match our records and we can verify your signature.

Non-Members

If you are not already a member of the Society, but are applying direct in the **branch**, you will be asked for **up to two forms of identification** from the list opposite. However, for **postal applications** please forward **two** items from the list **for each applicant** to ensure your application is not delayed. At least one item must confirm your name and address.

If you do not have any of the items in the list opposite, please contact the Society and we will try to agree alternative forms of identification.

Preferred Identification List (Originals required unless specified ‡)

Document	Branch Applications	Postal Applications
Adults and/or Children		
Valid full UK passport	✓	If certified copy use, see note below marked ‡
Valid photocard driving licence (full or provisional)	✓	
Valid old style driving licence	✓	
Current year's council tax demand*	✓	✓
HMRC tax coding*	✓	✓
Building Society, Bank or Credit Card statement**	✓	✓
Benefits Agency letter**	✓	✓
Children and Teenagers (under 18)		
In addition to the above, the following are also acceptable for children and teenagers. N.B. † Proof of residential address is also required if the applicant is over 7 years old.		
Birth Certificate	✓	If certified copy used, see note below marked ‡
Child Benefit letter # *	✓	✓
NHS card #	✓	✓
Child Tax Credit documentation # *	✓	✓
* document must be less than 12 months old ** document must be less than 3 months old Documents printed off the internet are <i>not</i> acceptable forms of identification.		
‡ Documents may be certified by any of the following professions: regulated financial advisers or mortgage brokers; solicitors; accountants; bankers; civil servants; teachers and ministers of religion. To certify a copy of a document, the following text should be used after the signature: <i>“Original seen”</i> and, where appropriate, <i>“the photograph bears a good likeness of the applicant.”</i> The certifier <i>must not be a relative of the account holder</i> and must also print their <i>name, job title, contact telephone number, employer's name or company stamp and the date of the signature.</i>		