

## IDENTIFICATION SHEET

### REQUIREMENTS AS TO PERSONAL IDENTIFICATION FOR CONVEYANCING CLIENTS RESIDENT WITHIN THE UK:

At present neither our Derby or Nottingham offices are open for clients to come in with identification. As and when either or both offices are open then there will be further guidance so that clients living in the Nottingham or Derby area can come in to the office to deal with identification.

**WE AS A FIRM TAKE IDENTIFICATION EXTREMELY SERIOUSLY. THOROUGH BACKGROUND CHECKS ARE MADE. THE VAST MAJORITY OF INDIVIDUALS WHO BUY AND SELL PROPERTIES ARE ENTIRELY HONEST BUT THERE ARE A SMALL NUMBER WHO WILL USE A FALSE IDENTITY TO CONDUCT CONVEYANCING TRANSACTIONS. WE REPORT ALL SUCH INDIVIDUALS TO THE AUTHORITIES.**

#### - Existing client exemption from identification

If you have commenced a case with this firm within the last 12 months and within that time and complied with identification requirements then you may be exempt from identification procedures.

However, that is at our absolute discretion and we reserve the right to ask for identification from existing clients. If you wish to apply for exemption on these grounds then please tick the box below.

I wish to apply for exemption as an existing client.

#### - Special Cases

In the case of a transaction involving a company, an LPA, or a Trust please contact us for further guidance.

#### - Address Verification

We require a copy of an up to date bank statement within the last three months for each client unless that statement is being used for proof of funds.

Please tick the appropriate box below:

Bank Statements provided for myself/ ourselves.

Bank Statements supplied as part of proof of funds.

#### - Personal Identification

Please supply a certified copy of both the following documents.

1. A certified copy of the signature page and photo page of a valid UK passport or of the country you are a citizen of.
2. A certified copy of a UK or foreign driving license.

## **CERTIFICATION:**

We require a black and white copy of both of these documents certified by one of the following who must be in employment within their stated occupation unless otherwise stated and where relevant they must be supervised by a Supervisory Authority:-

- **ESTATE AGENT – In the vast majority of cases we would expect clients to provide us with copy documents certified by Estate Agents.**
- INDEPENDENT LEGAL PROFESSIONAL
- ACCOUNTANT, ACTUARY OR TAX ADVISOR
- INSOLVENCY PRACTITIONER
- RETIRED CONVEYANCERS, CHARTERED LEGAL EXECUTIVES, SOLICITORS AND BARRISTERS
- BANK OFFICIALS AND REGULATED FINANCIAL ADVISERS
- MEDICAL DOCTORS, DENTISTS AND VETERINARY SURGEONS
- POLICE OFFICERS AND OFFICERS IN THE UK ARMED FORCES
- TEACHERS AND COLLEGE AND UNIVERSITY TEACHING STAFF
- MEMBERS OF PARLIAMENT AND MEMBERS OF ANY OF THE DEVOLVED ASSEMBLIES OR PARLIAMENTS OF THE UK
- UK CIVIL SERVANTS OF SENIOR EXECUTIVE OFFICER (SEO) GRADE OR ABOVE
- MAGISTRATES

## **THE VERIFICATION CAN ALSO BE MADE BY WAY OF A VIDEO CALL**

It is important that the individual certifying the copy, certifies that IT IS A TRUE COPY OF THE ORIGINAL AND AS A TRUE LIKENESS OF YOURSELF (it is extremely important that you get the correct wording and therefore we suggest you provide them with the example below. This example wording must be written on the actual copy of the identification made by the person certifying. PLEASE DO NOT COMPLETE THE EXAMPLE BELOW BUT COPY IT ONTO THE COPY ID TO BE CERTIFIED.

Example of correct wording:

**“I hereby certify that this is a true copy. The original of which was produced to me on ..... (date) and, where appropriate the photograph provided a good likeness of the person named.”**

**Signature.....**

**Name of Signature.....**

**Occupation.....**

**Address Of Firm or Organisation.....**

**Tel No: .....**

**Email Address: .....**

**Professional Body Supervising or Organisation that the certifier is employed by. If more than one state and in each case please state your number:**

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There may be a charge made by the individual certifying the copies. You will need to be present when the copies are certified but the certification can be made by way of video link

ONCE CERTIFIED THE DOCUMENTS CAN BE SENT TO US IN THE FOLLOWING WAYS;

- BY POST (CERTIFIED COPIES ONLY NOT ORIGINALS)
- BY FAX
- BY SCANNING AND SUBMITTING BY E-MAIL
- BY DELIVERY TO OUR DERBY OR NOTTINGHAM OFFICE

**IF YOU ARE UNSURE ABOUT THESE REQUIREMENTS PLEASE CONTACT US VIA EMAIL.**