

Verification List

List A – Verifying your name

Document	Description of requirements	Original/certified copy required
Valid Passport	<ul style="list-style-type: none"> Must be an original document or certified copy Black and white copy preferred but clear colour copies can be accepted Name, date of birth, passport number, photo and expiry date should all be clearly visible Country of issue must be clear (this may not confirm nationality if customer has dual nationality). 	Original or certified copy
Valid Residence Permit for Foreign Nationals	<ul style="list-style-type: none"> Must be an original document or certified copy If contained in a passport the certified copy must include the page containing name, date of birth, passport number, photo and expiry date. 	Original or certified copy
Valid EU National Identity Card	<ul style="list-style-type: none"> Must be an original document or certified copy Must be a photocard showing name, date of birth, nationality and immigration status. 	Original or certified copy
Valid Driving Licence	<ul style="list-style-type: none"> Photocard only required Must be an original document or certified copy of both sides. 	Original or certified copy
Northern Ireland Electoral Identity Card	<ul style="list-style-type: none"> Must be an original document or certified copy. 	Original or certified copy
Benefits Book or Benefits Agency Notification Letter confirming your right to benefits	<ul style="list-style-type: none"> Must be an original document or certified copy Must have all pages present Documents must be issued within the last 12 months Must be valid for either current or future benefits. 	Original or certified copy
Firearms or Shotgun certificate	<ul style="list-style-type: none"> Must be an original document or certified copy 	Original or certified copy
UK armed forces ID	<ul style="list-style-type: none"> Must be an original document or certified copy 	Original or certified copy
Home Office issued Residence permit	<ul style="list-style-type: none"> Must be an original document or certified copy 	Original or certified copy
HMRC notification document	<ul style="list-style-type: none"> Must be an original document or certified copy Documents must be issued within the last 12 months 	Original or certified copy

List B – Verifying your address

Document	Description of requirements	Original/certified copy required
Bank/Building Society/ Credit Card Statement	<ul style="list-style-type: none"> • Original or certified copy • Must be no more than 3 months old • The statement must include the following: <ul style="list-style-type: none"> – Full name and address of account holder/s – Sort code and account number – Company name – Branch address • A statement printed from the internet will be accepted if the requirements detailed above are met. 	Original or certified copy
Valid Driving Licence	<ul style="list-style-type: none"> • Photocard only required • Must be a certified copy of both sides. 	Certified copy
Mortgage Statement	<ul style="list-style-type: none"> • Original or certified copy • Must be no more than 12 months old • The statement must include the following: <ul style="list-style-type: none"> – Full name and address – Mortgage account number – Company name and address. 	Original or certified copy
Utility Bill/Statements (Mobile phone bills are not acceptable)	<ul style="list-style-type: none"> • Original document or certified copy • The bill must relate to services provided to the applicant's current address • Must be less than 3 months old • The utility provider's name and address must be present • A bill/statement printed from the internet will be accepted if the requirements detailed above are met. 	Original or certified copy
Local Authority Bill	<ul style="list-style-type: none"> • Original document or certified copy • Must be less than 12 months old and valid either for the current or upcoming financial year. 	Original or certified copy
Benefits Book or Benefits Agency Notification Letter confirming your right to benefits	<ul style="list-style-type: none"> • Must be an original document or certified copy • Must have all pages present • Documents must be issued within the last 12 months • Must be valid for either current or future benefits. 	Original or certified copy
Education or Council Grant	<ul style="list-style-type: none"> • Must be an original document or certified copy 	Original or certified copy
Solicitor's Letter confirming purchase of house	<ul style="list-style-type: none"> • Must be an original document or certified copy • Must be less than 3 months old • Must include the full name and address 	Original or certified copy

List B – Verifying your address continued

Document	Description of requirements	Original/certified copy required
Council rent agreement	<ul style="list-style-type: none"> • Must be an original document or certified copy • Must be no more than 12 months old • Must include the following; <ul style="list-style-type: none"> – Full name and address – Rent agreement number – Name of local Council 	Original or certified copy
Court documents	<ul style="list-style-type: none"> • Must be an original document or certified copy • Must be less than 3 months old • Must include the full name and address 	Original or certified copy
Tax credits notification	<ul style="list-style-type: none"> • Must be an original document or certified copy • Documents must be issued within the last 12 months 	Original or certified copy
Pension book or entitlement letter	<ul style="list-style-type: none"> • Must be an original or certified copy • Documents must be issued within the last 12 months 	Original or certified copy

Important information

Some items appear in both lists; you can use those items for EITHER proof of identity OR your address, not for both.

We will return any original documents that you send to us. Please note that we cannot return certified copies to you, so keep a copy for your records. **Should you choose to send original documents to us, we strongly recommend the use of a tracked and insured service. We shall not be liable for any documents which may become lost in the postal system, regardless of the delivery service you choose to use.**

Certification of documents

The certifier must print their name, job title, provide their business address (or personal address if no business address), professional qualifications (if applicable), trade/industry association membership number (if applicable), their contact details (telephone) and sign the certification. **All certifications must be dated within the last three months.**

The certification must also contain a statement such as 'I confirm I have seen the original and this is an accurate copy of the original document.' These should be recorded and dated on the front of every document being certified. If the document being certified has more than one page, all pages should be certified, not just the front page. Documents not certified to the required standard will be rejected. Link Fund Solutions shall not be responsible for any consequential delays or losses.

Certification of documents continued

Copies of requested documentation that have been certified by the following are acceptable:

- Bank employee – should incorporate their own bank/branch stamp to authenticate their certification
- Practising Lawyer, Solicitor or Notary Public
- Chartered Accountant
- Serving Police Officer
- Member of the Judiciary
- FCA Authorised Financial Intermediary (e.g. an Independent Financial Adviser)
- Armed forces commanding officers
- Current members of parliament
- Post Office identity document checking service (the Post Office makes a charge for this service) – stamped accordingly.

Please note we are unable to accept documents certified by someone who is a) related to you b) living at the same address as you or c) in a relationship with you. The certifier must currently be employed in any of the professions listed above. Photocopies of a certified document and fax copies of documents cannot be accepted. Email attachments of scanned verification documents are also unacceptable.