

PROOF OF IDENTITY FORM - INDIVIDUAL

In accordance with the requirements of the anti-money laundering; proceeds of crime and anti-terrorism legislation, we are required to establish and record evidence of the identity of all of our clients before commencing work on their matters.

In order to meet the requirements, we would be grateful if you would complete the form below in detail, and attach copies of the relevant identification documents. If you do not attend our office with your identification documents these must be certified by another solicitor (or notary, court officer, etc.) and there may be a small fee payable for this. Thank you.

Client	Mr	Mrs	Ms	()	Surname	
Forename					Previous Name	
Address						
Postcode						
Date of Birth (DD/MM/YYYY)				National Insurance No.		
Capacity (When acting on behalf of a business)			Director / Secretary / Partner			

We require one document from Section A and one from Section B

SECTION A – Evidence of identity (ONE document from those shown below)			
Current Passport	<input type="checkbox"/>	Current Photocard Driver's Licence	<input type="checkbox"/>
Current EEA Member State Identity Card	<input type="checkbox"/>	Benefit Book/ Pension Book	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>	Firearms Certificate or Shotgun Licence	<input type="checkbox"/>
National Insurance card together with P60	<input type="checkbox"/>	Residence Permit issued by the Home Office	<input type="checkbox"/>

SECTION B – Evidence of address (ONE document from those shown below)			
Bank Statement	<input type="checkbox"/>	Utility Bill	<input type="checkbox"/>
Local Authority/Council Tax Bill	<input type="checkbox"/>	Mortgage Statement	<input type="checkbox"/>
Home Insurance Certificate	<input type="checkbox"/>	Housing Benefit Statement	<input type="checkbox"/>

Signed by the Client: Dated:

<i>Internal Use only</i>			
I,, confirm on behalf of Jamieson Alexander that I have seen the originals of or suitably certified copies of the above documents and I am satisfied that the person named above has been suitably and properly identified.			
Signed:		Dated:	
<i>Completed form and documents to be submitted to the Admin team for electronic AML search.</i>			
AML complete:	<input type="checkbox"/>	By who:	Passed: <input type="checkbox"/> Referred: <input type="checkbox"/> Failed: <input type="checkbox"/>