




# How to confirm who you are and where you live



Protected



<p>We carry out electronic identity checks but we may also need to see proof of your name and address to confirm who you are and where you live.</p> <p>We do this to protect you against identity fraud and to comply with anti-money laundering regulations. If we're unable to confirm your name and address we won't be able to process your request.</p> <p>Lists A and B on page 2 explain the different types of identification we accept. The same document can't be used to confirm who you are and your name and address. So if you use your driving licence to confirm who you are, you can't also use it to confirm your name and address.</p>	 <p><b>In branch</b> If you provide your ID in branch we'll need to see an original or certified copy of one document from list A and one from list B.</p>
	 <p><b>By post</b> If you are sending your ID by post we'll need <b>two</b> documents from list A and one from list B. Please only enclose certified copies, the Society will not be held responsible if original documents are lost in the post.</p>
	 <p><b>By email</b> If your ID includes <b>either</b> your passport or photocard driving licence, you can email one document from list A and one from list B to <a href="mailto:savings@leekbs.co.uk">savings@leekbs.co.uk</a>. Please include your account number (if you have one) and full name in the subject box.</p>

## Opening an account for a child with trustees

One item from list A is required for the child to confirm who they are. We will also need all trustees to confirm who they are and their name and address, by supplying documents from List A and List B.

## Opening an account in the sole name of a child

One item from list A is required for the child to confirm who they are and one from list B to confirm where they live. For children under 16 the parent/guardian is required to confirm the child's address with a document from List B. For children over 16 we need to see a document showing their address which includes the child's name (see For children between 16 and 18 section in List B).

## Certifying documents

A certified copy is a photocopy of a document that has been certified by one of the following:

- medical professional - doctor, nurse (SEN or SRN), chemist, dentist or optician
- legal professional - commissioner of oaths, justice of the peace, solicitor or barrister
- serving public sector official - officer of the Armed Services, police officer
- government official - member of parliament or local councillor
- a person registered with or approved by the Financial Conduct Authority
- a member of a nationally recognised professional body - banker, chartered accountant, surveyor or valuer

The person certifying your document should not be related to you, living at the same address as you or in a relationship with you. You cannot certify your own documents.

The certifier must write "I certify that this is a true copy of the original" and sign their name.

They must also include:

- their full name
- occupation
- professional body they belong to
- contact details (in case we need to confirm their status)
- the date they certify the document

**For further guidance on identification requirements please contact our Savings Team on 0800 093 0002**

Branches throughout Staffordshire, Cheshire, Shropshire and Derbyshire. Leek Building Society is a trading name of Leek United Building Society, which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority with firm reference number 100014. Our details can be found on the Financial Services Register at <https://register.fca.org.uk/s/>. Leek United Building Society's address for service is 50 St. Edward Street, Leek, Staffordshire ST13 5DL.

**List A** – We'll need one document from this list if you're visiting a branch or sending by email, or two documents from this list if sending by post

Confirming who you are	Branch/ Post	Email
UK Passport - Current and signed	✓	Please provide a photograph of the original document with all four corners visible and a photograph of you holding the document
UK photocard driving licence - Valid, full or provisional	✓	
UK paper driving licence - Full, old style, signed	✓	✗
Birth or Adoption certificate	✓	✗
Benefits Agency - Notification letter confirming rights to benefits (less than 12 months old)	✓	✗
Bank/Building Society statement (less than 3 months old). A printed digital copy is acceptable	✓	✗
ID Card - Armed forces, police, fire or ambulance	✓	✗
Marriage certificate	✓	✗
<b>For under 18's we can also accept</b>		
Child benefits or tax credit document (under 18's only and less than 12 months old)	✓	✗
Citizen Card - PASS verified and current	✓	✗

**List B** – We'll need one document from this list whether you're visiting a branch, sending by post or using email

Confirming your name and where you live	Branch/ Post	Email
UK photocard driving licence - Valid, full or provisional	✓	Please provide a photograph of the original document with all four corners visible and a photograph of you holding the document
UK paper driving licence - Full, old style, signed	✓	✗
Benefits Agency - Notification letter confirming rights to benefits (less than 12 months old)	✓	✗
Bank/Building Society statement (less than 3 months old). A printed digital copy is acceptable	✓	PDF download only - we cannot accept screenshots of any document.
Utility bill - gas, electricity water or landline telephone (less than 3 months old)	✓	
Motor/home insurance policy schedule (less than 12 months old). A printed digital copy is acceptable	✓	
Council tax bill (less than 12 months old)	✓	
HMRC tax code notification or PAYE coding notice (less than 12 months old)	✓	✗
Valid biometric residence permit (BRP) or biometric residence card (BRS) issued by the Home Office	✓	✗
DWP Pension entitlement letter (less than 12 months old)	✓	✗
Local authority rent card or agreement (less than 12 months old)	✓	✗
Firearms certificate (less than 5 years old)	✓	✗
<b>For children between 16 and 18</b>		
Child benefits or tax credit document confirming child's name (less than 12 months old)	✓	✗
HMRC document that confirms National Insurance number	✓	✗
Bank/Building Society statement in child's name (less than 3 months old). A printed digital copy is acceptable	✓	✗