

Identification Requirements for Mortgage Customers

Why do we need to verify your identification?

When you open an account with us, or need to change your details, we will ask you for proof of your name and address. We need to do this to protect you and the Society from financial crime and to meet our legal and regulatory obligations as a financial services institution.

Already a customer of The Nottingham?

If you are already a savings or mortgage customer of The Nottingham we may not need to see your ID again. Our branch or head office staff will be able to give you more details.

New to The Nottingham?

We will need to see certified copies of one item from List A, and depending on the outcome of our search of the Electoral Roll, one item from List B.

Documentation

If sending documentation to us, please do not send original documents as these may get lost or intercepted on the way. Please see below regarding the certification of documents.

We cannot use the same document to check your name and identity and your address, they must be different items even if they appear in both List A and List B.

List A	List B
Current UK Passport	Current UK Photocard Driving Licence (Full or Provisional)
Current UK Photocard Driving Licence (Full or Provisional)	UK Paper Driving Licence (Full)
UK Paper Driving Licence (Full)	State Benefit Letter** <i>showing financial entitlement to State Benefit</i>
Current EU Passport	State Pension Letter** <i>showing financial entitlement to State Pension</i>
Current EU National Identity Card	HM Revenue & Customs Notice of Tax Coding**
Valid Blue Badge	Letter issued by Government Department (e.g. DWP/HMRC)** <i>showing entitlement to Tax Credits or Pension Credits</i>
Current UK Residence Permit	Recent Utility Bill* <i>not internet copies</i>
	Council Tax Bill**
	Current Local Authority Tenancy Agreement

* dated within last 3 months

** dated within last 12 months

If you don't have these documents

Please contact us and we may be able to help you.

Changes once your account is open

Some changes e.g. change of name, will mean that we will need to take certified copies of your identification documentation again. Please contact us for more information on the specific change you need to make.

Certified Copies

We will accept copies of documents that have been certified by someone from the list below:-

- Nottingham Building Society branch staff
- Member of Parliament
- Local Government Officer
- Solicitor or barrister
- Police Officer
- Government Body Official
- Bank or Building Society
- Teacher
- Court Official
- Doctor
- Financial Services Intermediary



Copies of your original documents should be certified using the following wording or stamp; "This is a true copy of the original document". The person certifying must sign their name and include the following details; full name, profession, company address, phone number and date of certification.

If any of this information is missing we are unable to accept the document as Identification.

Please note we will not return copies or originals of ID documents.

The person certifying should be in current employment, but we will also accept certification from a person who has retired, provided they still hold the qualification and are still a member of the relevant institute/body. The person certifying must be based in the UK and should not be related to you (i.e. husband, brother, sister-in-law etc).



 Talk to us in **branch**
 or visit **[thenottingham.com](https://www.thenottingham.com)**