

PROOF OF ID

When a prospective new member opens an account, the law requires that the credit union takes reasonable steps to be satisfied that the person is who they say they are. **Proof of Identity and separate Proof of Address are required.**

Documents for Proof of Identity - The same document must not be used for both Proof of Identity & Proof of Address.

Documents which can be relied upon on their own	<ul style="list-style-type: none">• Passport• Photographic Driving Licence• National ID Card• HM Forces ID Card
Documents that need supporting evidence	<ul style="list-style-type: none">• Driving Licence without photograph• Notice of Tax Coding (current year)• Benefits award letter• Pension award letter
Supporting documents	<ul style="list-style-type: none">• Utility Bill e.g. Gas, Electricity, or Telephone bills (under 3 months old)• Bank, Building Society or Credit Card Statement• Mortgage Statement• Council Tax Demand• Mail Order Statement
Proof of Address	<ul style="list-style-type: none">• Utility Bill e.g. Gas, Electricity or Telephone bills (under 3 months old)• Bank, Building Society or Credit Card Statement• Mortgage Statement• Council Tax Demand• Mail Order Statement

If it is not possible to provide the correct documents for Proof of Identity, a letter from a person in a position of responsibility such as a teacher, social worker, priest, minister, doctor etc. may be used.

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Documents used as Proof of Identity

Documents which can be relied upon on their own	<ul style="list-style-type: none">• Passport• Photographic Driving Licence• National ID Card• HM Forces ID Card
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Supporting documents	<ul style="list-style-type: none">• Utility Bill e.g. Gas, Electricity, or Telephone bills (under 3 months old)• Bank, Building Society or Credit Card Statement• Mortgage Statement• Council Tax Demand• Mail Order Statement