

Key: **i** = Important **i** = For your information

# Customer identification form

Identification being returned for the individual detailed below:

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**Reference number**  **Organisation name**

**Name**

**Personal address**

**Postcode**

**Date of birth**

- i** Please return 2 forms of identification from the list:
- one document from 'Identity verification'
  - one document from 'Address verification'

**i** Both documents must match the name and address information detailed above.

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## Identity verification

Must include the individual's full name, photograph, date of birth (and address if provided).

**i** Please tick to confirm:

<b>Valid passport</b>	<input type="checkbox"/>	<b>Valid photo card driving licence (full or provisional)*</b>	<input type="checkbox"/>
<b>Valid firearms certificate or shotgun licence</b>	<input type="checkbox"/>	<b>Identity card issued by the Electoral Office for Northern Ireland</b>	<input type="checkbox"/>
<b>Government Issued - Non-Photo – ID</b> Must include the individuals full name and date of birth (and address if provided)	<input type="checkbox"/>	<b>Valid (old style) full UK driving licence.</b> Must include the individuals full name and date of birth (and address if provided)	<input type="checkbox"/>

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## Address verification

Must include the individual's full name and current residential address.

**i** Please tick to confirm:

<b>Bank / credit / debit card statement issued by a regulated financial sector firm dated within the last three months (not internet statements)</b>	<input type="checkbox"/>	<b>Utility bills dated within the last three months (excluding mobile phone / internet services providers)</b>	<input type="checkbox"/>
<b>Current year council tax letter or statement</b>	<input type="checkbox"/>	<b>Instrument of a court appointment (such as liquidator, or grant of probate)</b>	<input type="checkbox"/>
<b>Valid photo card driving licence (full or provisional)*</b>	<input type="checkbox"/>		

\* Please note that a valid driving license can be used for address verification, but only where a second Government Issued Photo ID document has been provided to verify the individual's identity. Also a valid driving license can be used for address verification, but only where it has not been used as identity verification.

We are happy to receive original documents to our registered address. We would recommend if you send original documents to us via post you do so via recorded delivery. If you would prefer to supply us with certified documents, these can be certified by the following persons with professional standing.

❗ Documents must be certified by an independent person, who is not a shareholder, a director/controller of the customer or an investor.

- Employees of Cambridge & Counties Bank
- Post Office Certification Service
- A director, manager or counter staff of an authorised credit or financial institution
- FCA authorised/regulated brokers (AFS UK)
- A director, company secretary or manager of an Approved Fiduciary Services Provider
- A qualified lawyer or attorney, registered with the relevant national professional body
- A qualified accountant, registered with the relevant national professional body
- A UK notary public or a member of the judiciary
- A registered doctor currently employed by the NHS

❗ **The person certifying the document must:**

- Print their name in BLOCK CAPITALS, sign and date the copy, and state in writing that the copy is a true copy, of which they have seen the original
- Confirm their position (in line with the above list of certifiers) and provide a contact telephone number, email, or address where they can be contacted
- Where a document has a photograph, the certifier must confirm that this is a true likeness
- The certified copy should also include, where appropriate, a company/institutional stamp

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## What to do next

❗ Once you have completed the form, please post it together with the verification documentation to us at the address below:

Customer Operations  
Cambridge & Counties Bank  
Charnwood Court  
5B New Walk  
Leicester  
LE1 6TE

🌐 [ccbank.co.uk](https://ccbank.co.uk) ☎ **0344 225 3939** ✉ [savings@ccbank.co.uk](mailto:savings@ccbank.co.uk)

📍 **Cambridge & Counties Bank, Charnwood Court, 5B New Walk, Leicester LE1 6TE**

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