

## **CREDIT UNION**

### **PROOF OF IDENTITY AND ADDRESS REQUIREMENTS**

It is a requirement of the FSA that we have proof of ID and proof of address held on record for all members. This will normally consist of one item from Table A and one from Table B. Two items from Table A are acceptable if they have name and address.

#### **A. Identification Table:**

- current signed passport
  - bank/building society/credit card statement (within last 6 months)
  - EU National ID Cards, Foreign Nationals must provide a passport or EU ID Card to confirm their identity
  - current full UK photocard driving licence
  - current full UK driving licence (old style paper version)
  - construction industry – tax exemption certificate with photograph of holder
  - student identification/matriculation card (from a recognised university or college) for current academic year
  - firearms or shotgun certificate
  - benefits book or original notification letter from the Benefits Agency (including Department of Work and Pensions) and/or Job Centre Plus confirming the right to benefits at present
  - UK armed force ID card or police warrant card
  - disabled driver's pass
  - OAP travel pass
  - original HM Revenue & Customs issued tax notification and correspondence.
- For 20 year olds and under only**
- NHS medical card
  - birth certificate
  - UK provisional photocard driving licence
  - PASS Card (Young Scot, Citizencard, Portman Group, Validate UK Card or equivalent)

#### **B. Address Verification Table:**

- Council Tax bill or payment book (within last 12 months)
- utility bill – within last 6 months (mobile phone bills, internet access bills are not acceptable)
- current full UK photocard driving licence
- current full driving licence (old style paper version)
- bank/building society/credit card statement (within last 6 months)
- original mortgage statement (no more than 12 months old)
- benefits book or original notification letter from the Benefits Agency (including Department of work and Pensions) and/or Job Centre Plus confirming the right to benefits at present
- current motor or home insurance certificate issued within the last 12 months
- current local Council rent card or tenancy agreement (private tenancy agreements are not acceptable)
- original HM Revenue & Customs tax notification and correspondence (not P45 or P60)
- solicitor's letter confirming recent house purchase or land registry confirmation

##### **For students**

Any item from above can be taken to confirm address. Alternatively, one of the following items is also acceptable

- university/college letter of acceptance/enrolment/offer
- Student Loan Company/LEA/SAAS award letter or UCAS letter
- Introduction from recognised UK College/University

##### **For 20 years and under**

- UK provisional photocard driving licence