

**Before we can open an account for you, we are required by law to verify your identity and address. We are also required to maintain up to date identification for all our customers. This means we may require additional identification from time to time, even for customers who have held accounts with the Bank for some time.**

We will carry out an electronic search to verify your identity as the account holder(s). If we are unable to verify your identity through an electronic search, we will ask you to provide additional documents to verify your identity

Acceptable identity and address documents are listed below.

**We will require either two documents from List A where one must show your current address or one from List A and one from List B.**

We recommend that you send **a colour scanned copy of any original documents** to the email address listed below. You may also send **a colour photocopy** to our registered address as shown below.

**Email Address:**

**ID.Savings@shawbrook.co.uk**

**Postal:**

**Shawbrook Bank, Lutea House, The Drive, Warley Hill Business Park, Great Warley, Brentwood, Essex CM13 3BE**

LIST A	LIST B
A valid UK Driving Licence Front and Back colour scan copy	Council Tax Bill – <b>valid for the current year</b>
A valid Passport Colour Scan copy photograph and opposite page	An electricity, gas, water or landline telephone statement or bill showing your name and address – <b>dated within the last 3 months</b>
A letter or document showing entitlements to tax credits – <b>dated within the last 12 months</b>	A bank or building society statement showing your name and address – <b>dated within the last 3 months</b>
A letter or document showing entitlement to pension – <b>dated within the last 12 months</b>	
A letter or document from HMRC showing notification of your tax code – <b>dated within the last 12 months</b>	

## IMPORTANT POINTS TO NOTE

- **We are unable to accept statements or bills printed or downloaded from the internet**
- **We can only accept colour scanned copies on all documents**
- **We can only accept colour copies without certification**
- **Black and White photocopies will need to be certified**

If you are unable to provide any documents from the lists provided, please telephone us on 0345 266 6611 to discuss possible alternative arrangements. We will do all we can to find a suitable alternative to take account of your individual circumstances, however we regret that we cannot open an account without necessary identification.

### Certified Copies

The person certifying the document must declare that the original has been seen and if the document bears a photograph, they must state that it is a true likeness of the individual.

**The certifier must also write the below on the document to prove validity.**

- The wording required on proof of address documents are as follows **'I certify that this is a true copy of the original document'**
- The wording required on a photo ID document is as follows: **'I certify that this is a true likeness of (title and full name) and I have seen the original document'**. **The certifier must print their full name, sign and date it**
- **They must print their registration number for the board they are a member of**
- **They must add their occupation, business address and telephone number**

*If you are applying for a business account then a person named on the business application or linked to the account or business cannot certify documents.*

### Authorised Certifier

- **Please note that retired practitioners are not permitted**

By "Authorised Certifier", we mean an Accountant, Bank or Post Office official, Barrister, Solicitor, Doctor, Dentist, Vet, Local Councillor, Member of Parliament including European Parliament, Government Official, Person with Honours (MBE, OBE etc), Optician, Broker/Supplier who is a FCA Registered Individual, Nurse or Chairman/Director of Limited Company, Pharmacist.