

Proof of Identity

One of the following:-

- Copy of current valid full passport
- Copy of current United Kingdom, EU, Isle of Man, Channel Islands photo-card driving licence
- Copy of current identity card issued by the UK Identity and Passport Service to a non-UK national resident in the UK

Or

Two of the following, but no more than one of each type:-

- Cheque guarantee card or credit card bearing the Mastercard or Visa logo, an American Express or Diners Club card, or a debit or multi-function card bearing the Maestro or Delta logo which was issued in the United Kingdom and is supported by an original account statement less than three months old*
- Utility bill less than three months old*
- Council tax bill for the current year
- Council rent book showing the rent paid for the last three months
- Mortgage statement for the mortgage accounting year just ended*

* These must be postal statements; they must not be statements sent electronically.

Additional Information & Guidance

If you are requesting the file in relation to a client who is deceased, only the Executors are able to request the file. Executors must provide the following:-

- ID (as above) for all named Executors
- Evidence to show that they are named as Executor
- Copy of Death Certificate

If you are requesting a file which is under a Business name, then the Company Director needs to request the file, and provide the following:-

- ID (as above)
- Company Director signature on company letterhead/compliments slip