

PROVIDING PROOF OF THE MEMBER'S IDENTITY

These requirements must be met for all benefit settlements

The member should provide one document from List 1, one document from List 2 and if applicable one document from List 3. The same document cannot be used for more than one list, e.g. a photocard driving licence cannot be used as both a proof of name and proof of address.

The documents provided should be certified photocopies; please do not send the original documents.

The photocopy must be certified, if it is not certified by an IFA (Financial Advisor), a solicitor or an employer within the ABF Group, the member must self-certify the copy as a true copy of the original. Please see the instructions enclosed which explain how to self-certify your documents.

If you are unsure how to self-certify your document, please call the team on 0800 090 2267 as any document that has not been correctly certified will be returned and this will delay the settlement of your benefits.

List 1 – Proof of identity	Notes – the photocopied document you provide must be certified
Current signed passport	A clear photocopy of the page containing the photograph of the member and the passport number
Birth certificate	A clear photocopy of the UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces. If the birth certificate is not in English, an official translation should be provided along with the certificate
Full old-style driving licence	A clear photocopy of the document issued before 1998
National Identity Card bearing a photograph of the applicant	A clear photocopy of the Identity card, showing the card number
Current signed UK or EEA photocard driving licence	A clear photocopy of the photocard licence, showing the licence number. This document can be provided either as a proof of identity or proof of address but not both.
List 2 – Proof of address	Notes - the photocopied document you provide must be certified
Utility bill	A clear photocopy of your utility bill. Acceptable utility bills are gas, electric, water, satellite television, landline phone – issued within the last 3 months. Mobile phone bills will not be accepted
Bank, Building Society or Credit Union statement or passbook	A clear photocopy dated within the last three months
Local Authority council tax bill	A clear photocopy of council tax bill for the current year
Mortgage statement	A clear photocopy from a recognised lender issued for the last full year
Electoral Register entry	A clear photocopy of a recent poll card (dated within the last 12 months) or a Confirmation of Residence letter provided by your local council, they may charge to provide this
HMRC notification	A clear photocopy of your self-assessment letter, tax demand or tax code notification dated within the current financial year
Letter of confirmation from GP's practice of registration with the surgery	A clear photocopy of your GP's letter ; your GP may charge for providing this letter
List 3 – Proof of change of name	Notes - the photocopied document you provide must be certified
If your name given in the document from List 1 is different to any other names you are or have been known by, please provide proof of any official changes of name.	A clear photocopy of marriage certificate, civil partnership, deed poll or other official change of name

HOW TO SELF-CERTIFY YOUR DOCUMENTS

- If the ID documents are not already certified by an IFA, solicitor or an employer within the ABF Group, the member must self-certify all the documents provided.
- To self-certify the document, the member must use the wording provided in the example below, they should then sign and date their declaration.
- The member's signature should then be witnessed with the witness also providing their full name and address. The witness ideally should not live at the same address as the member.
- The certification statement below must be on each document. It can be provided on the back of the document if there is not enough space on the front.
- **If any of the documents are not certified as per the example below, they will be returned to be certified correctly and the settlement of benefits will be delayed.**

NHS Number	BIRTH		Entry No. 94
Registration district		Administrative area	
Sub-district			
1. Date and place of birth		CHILD	
2. Name and surname		3. Sex	
4. Name and surname		FATHER	
5. Place of birth			
6. Occupation			
7. Name and surname		MOTHER	
8. Place of birth			
9.(a) Maiden surname		(b) Surname at marriage if different from maiden surname	
10. Usual address (if different from place of child's birth)			
INFORMANT			
11. Name and surname (if not the mother or father)		12. Qualification	
13. Usual address (if different from that in 10 above)			
14. I certify that the particulars entered above are true to the best of my knowledge and belief			
Signature			
15. Date of registration			
17. Name given after registration, and surname			

I certify that this is a true copy of the original document

Signed: *A Member*

Date: *1 January 2019*

Witnessed by

Name: *ANNIE WITNESS*

Address: *1 GARDEN ROAD, LONDON, A3 5BF*

Signed: *A Witness*

Date: *1 January 2019*