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# WHO CAN CERTIFY MY DOCUMENTS?

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Summary

## 1. CLIENTS - LIVING IN UK

I have a permanent address in the UK:-

### 1.1 *What can I show for identification and proof of address?*

#### **Identification:-**

You can provide 1 document from the list below. Your document must be current. You can supply us with the original or a clear certified copy of :-

- your current passport showing your colour photo, your full name, address and passport number
- your current full or provisional UK/EU photocard driving licence
- your National Identity Card (only acceptable for EEA or Swiss National customers)

#### **Proof of address:-**

You can provide 1 document from the list below, which must be dated within the last 3 months and must show your name and full UK address:

- your current full or provisional UK/EU photocard driving licence (if not already used as photo ID)
- a council tax bill for current billing year (if dated within the last 3 months)
- a utility bill (eg. gas, electric, broadband, water)
- a landline telephone bill. Mobile phone bills are not acceptable
- a Sky or cable TV bill
- your UK bank, building society or credit union statement
- UK credit card statement
- your mortgage statement from a recognised lender
- HM Revenue & Customs tax notification
- Benefits Agency letter (Department of Work and Pensions, Jobcentre Plus, Child Benefit Office or Veterans Agency) confirming your rights to benefits

### 1.2 *How do I get my documents certified?*

1.2.1 You need to ask a UK professional from the following list to take a copy of your documents. They must be registered, active in the profession and be based in the UK. The person signing the document cannot be a relative or friend or someone who lives at your address.

**Professional**  
Barrister  
Chartered accountant

Chartered legal executive  
Licenced conveyancer  
Solicitor

**Public Service and Government**

Councillor (local or county)  
Civil servant – Permanent  
Justice of the Peace  
Local government officer  
Member of the judiciary  
Member of Parliament

1.2.2 Then, to certify the documents, ask your chosen certifier to write the following wording on the copy of the document(s) they are certifying:-

**A. For your documents that contain a photo:**

I [full name of certifier] confirm that this is an accurate copy of the original and the photo is a true likeness of the person concerned.

**B. For your documents that don't contain a photo:**

I [full name of certifier] confirm this is an accurate copy of the original.

**C. They must also write on each document:**

- their full personal name and signature (they cannot sign as a company)
- their occupation, company/professional address and phone number
- their professional registration number (if they have one)
- the date of certification

If any copy document is more than one page, they must sign each page.

It is important each document contains this information as without it we will not be able to accept them.

**2. UK/EU CLIENTS – LIVING OUTSIDE THE UK**

I am a UK/EU client, living outside the UK.

2.1 *What can I show for identification and proof of address?*

You can provide 1 document from the list below. Your document must be current. You can supply us with the original or a clear certified copy of :-

**Identification**

- your current passport showing your colour photo, your full name, address and passport number

- your current full or provisional UK/EU photocard driving licence
- your National Identity Card (only acceptable for EEA or Swiss National customers)

**Proof of address**

You can provide 1 original or certified document from the list below, which must be dated within the last 3 months and must show your name and full address:

- your current full or provisional UK/EU photocard driving licence (if not already used as photo ID)
- a utility bill (eg. gas, electric, broadband, water)
- a landline telephone bill. Mobile phone bills are not acceptable
- a Sky or cable TV bill
- your UK bank, building society or credit union statement
- UK credit card statement
- your mortgage statement from a recognised lender

2.2 *How can I certify my documents?*

2.2.1 You will need to ask a professional from the following list to take a copy of your documents. They must be registered, active in the profession and based within the UK/EU. The person signing the document cannot be a relative or friend or someone who lives at your address. We may contact them for verification:-

Accountant  
Lawyer  
Solicitor  
Notary

2.2.2 Next, to certify the documents, ask your chosen certifier to write the following wording on the copy document(s) they are certifying

**A. For documents that contain a photo:**

I (full name of certifier) confirm that this is an accurate copy of the original and the photo is a true reflection of the applicant.

**B. For documents that don't contain a photo**

I (full name of certifier) confirm that this is a true copy of the original document for (full name of customer)

**C. They must also write on each document:**

- their full personal name and signature (they cannot sign as a company);

- their occupation;
- the company/professional address and phone number
- their professional registration number (if they have one)
- the date of certification

If any copy document is more than one page, they must sign each page.

It is important each document contains this information as without it we may not be able to accept them.

### 3. NON-UK/NON-EU CLIENT – LIVING OUTSIDE THE UK

I am a non-UK/non-EU client, living outside the UK.

#### 3.1 *What can I show for identification and proof of address?*

You can provide 1 document from the list below. Your document must be current. You can supply us with the original or a clear certified copy of :-

##### **Identification**

- your current passport showing your clear colour photo, your full name, address and passport number
- your current National Identity Card (EEA or Swiss Nationals only)

##### **Proof of address**

You can provide 1 original or certified document from the list below, which must be dated within the last 3 months and must show your name and full UK address:

- your current overseas driving licence
- a utility bill (eg. gas, electric, broadband, water)
- a landline telephone bill. Mobile phone bills are not acceptable
- a Sky or cable TV bill
- your bank, building society or credit union statement
- your credit card statement
- your mortgage statement from a recognised lender

#### 3.2 *How can I certify my documents?*

3.2.1 You will need to ask one of the following possible certifiers to take a copy of your documents. They must be registered and active in the profession. The person signing the document cannot be a relative or friend or someone who lives at your address. We may contact them for verification:-

- Notary

- a lawyer, solicitor or barrister in your country/region of residence listed on <http://www.legal500.com> or one from the list provided by the UK Embassy at [Professional services if you are abroad - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- the UK Embassy or Consulate where a certification service is provided. For information visit [Worldwide organisations - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

3.2.2 Next, ask your chosen certifier to write this on the document(s) they are certifying:

**A. For your documents that contain a photo:**

I [full name of certifier] confirm that this is an accurate copy of the original and the photo is a true likeness of the person concerned.

**B. For your documents that don't contain a photo:**

I [full name of certifier] confirm this is an accurate copy of the original.

**C. They must also write on each document:**

- their full personal name and signature (they cannot sign as a company);
- their occupation;
- the company/professional address and phone number
- their professional registration number (if they have one)
- the date of certification

If any copy document is more than one page, they must sign each page.

It is important each document contains this information as without it we may not be able to accept them.

## 4. SUMMARY – ALL CLIENTS

### 4.1 Please remember your documents must:

- show your full name (not initials) and permanent address
- be certified copies taken from originals and which you have received by post. They cannot be an internet/online banking or branch print out
- be certified a true copy
- be in English or a certified translation to English
- certification and translation must be completed by the same person
- date of documents and certification must be within the last 3 months

4.2 Copies of your certified ID can be emailed to us at the start of your matter.

However, the certified documents with the original signatures must be posted to us so we have the originals for our files.

4.3 If you wish to provide original documents for us to take copies and certify, please bring these to one of our offices.

If you are unable to attend the office in person and wish to send via post we recommend you use tracked and/or signed delivery. However, please note we will not be held responsible for lost or damaged documents sent by post.