

Customer identification verification

When you complete a remortgage application, solicitors acting on our behalf need to check your identification.

Why we need this?

It's nothing to worry about. To meet with money laundering regulations, we need to check the identity of all our customers. So we can continue with your application, we'll need to see some additional identification. We'll keep a copy of these for our records.

What you need to do

Step 1

For each applicant, we need 1 document from List A and 1 from List B. Take these along with this form to your local Santander branch.

List A (proof of identity)	List B (proof of address)
<ul style="list-style-type: none">◦ Passport – UK/Irish (unexpired and signed)◦ Passport – non-UK/non-Irish (with valid right to remain***)◦ Unexpired UK photocard driving licence (the licence and photograph must be in date)◦ Unexpired UK old style driving licence (not provisional)◦ HMRC (HM Revenue & Customs) coding/ assessment/ statement/tax credit document* (not P45/P60s)	<ul style="list-style-type: none">◦ Utility bill (not mobile phone)**◦ Annual council tax bill/demand letter*◦ Mortgage statement from a recognised lender*◦ Bank, building society, credit card or credit union statement**◦ Letter from Local Council/Authority confirming enrolment on the Voters Roll**

* Must be the most recently issued and less than 12 months old.

** Must be the most recently issued and less than three months old (except for annual utility bills/bank statements which must be less than 12 months old).

*** Right to remain includes Biometric Residence Permit, settled or pre-settled status or a valid VISA. Visitor VISA is not acceptable.

If you can't provide a document from List A, you **must** provide 2 from List B. For example, 2 separate utility bills, or a utility bill and a council tax bill.

For joint applications, each applicant must provide 1 document from List A and 1 from List B. If the document from List B shows both your details, this will be enough to cover each applicant. You'll still need to provide 1 document each from List A.

Step 2

A member of staff will take copies of the documents and verify them. They'll also complete the back of this form. They'll give you back your originals, the copies they've certified, and this form.

Step 3

Send this completed form and the 2 certified documents back to the solicitor. Make sure you send back the copies the branch has certified and not the originals.

For office use only (to be completed by Santander branch staff certifying the customer's documents)

Santander branch name and number		
Full name of member of staff		
Job title of member of staff		
Staff number		
	Applicant 1	Applicant 2
Customer(s) full name		
Name of Document 1		
Name of Document 2		

Certification:

I certify that I've seen the person(s) named above and have seen the originals of the documents listed and believe the originals to be authentic. I've taken copies of the originals and confirm these are true copies. I enclose these duly certified by me.

Signature _____

Date _____

Note to person certifying the ID

In addition to signing and returning this declaration, you should also certify all copies of documents you make, by adding one of the following statements. You'll also need to sign and date each of those copies.

a. Where the document has a photograph:

I certify that this is a true copy of the original which appears to be authentic and I have personally seen the original of this document. I also certify that the photograph is a good likeness to the person.

b. Where the document doesn't have a photograph:

I certify that this is a true copy of the original which appears to be authentic and I have personally seen the original of this document.

Once completed, please pass this form and the certified documents back to the customer for them to return to the solicitor.