

## **What you will need to bring with you – evidence of identity**

Under the Money Laundering Regulations 2007, all solicitors have a duty to identify their clients and to verify their identity on the basis of documents and information before starting to act for them. This is why, at Myers & Co Solicitors, we require all clients to produce identification to us. To guard against forged or counterfeit documents, we must be satisfied that any documents provided are original and that photographs provide a likeness to you.

Our compliance officer, Amanda Eptlett, says, "When we ask you for ID, it does not mean that you are under suspicion, it just means that we are fulfilling our legal obligations by making sure that we are providing the safest and securest service possible."

We can only accept one form of ID for each proof of identity, which means that if you have used a document to prove your name, you cannot use the same document to prove your address.

All of our client care packs provide you with the details of examples of suitable documentary ID evidence, but for clarity they are also listed below.

### **Evidence of name**

We will accept any one of the following:

- your current signed passport;
- your birth certificate;
- your current UK or EEA photo-card driving license;
- your current bus ID card;
- your current EEA member state identity card;
- a cheque drawn on an account in the name of the client with a bank in the UK or EEA;
- a residence permit issued by the Home Office to EEA nationals on sight of own country passport;
- a benefit book or original notification letter from the Benefits Agency confirming the right to benefits;
- any photographic registration cards for self-employed individuals and partnerships in the construction industry CS14. The card must not contain an issue or expiry date and is renewed only if the individual's appearance changes dramatically;
- a firearms or shotgun certificate;
- a national identity card containing your photograph; and
- a solicitor's record of any home visit made.

### **Evidence of address**

We will accept any one of the following:

- confirmation from an electoral register search that a person that lives at that address;
- a recent utility bill or statement, **dated within the last 3 months**, or a certificate from a utilities supplier confirming an arrangement to pay for services on pre-payment terms. We do not accept mobile telephone bills which can be sent to different addresses;
- a local council tax bill for current year;
- a bank, building society or credit union statement or passbook containing current address;
- a recent original mortgage statement from a recognised lender;
- solicitor's letter confirming recent house purchase or land registry confirmation of address;
- a local council or housing association rent card or tenancy agreement;
- a benefit book or original notification letter from the Benefits Agency confirming the right to benefits;
- your current EEA member state identity card;
- a HMRC self-assessment statement or tax demand;
- a house or motor insurance certificate; and
- a solicitor's record of any home visit made.

If you do not have any of the documents above, please do not worry as we may be able to use other processes to determine your identity. The person dealing with your matter will be able to advise you on how best to prove who you are.