

IDENTITY DOCUMENTS

Help us to get your account up and running

If we've asked you to confirm your name and/or address, the tables below show the documents we'll accept. Please send two documents, one from list A and one from list B.

Important information

- Documents must show your full first name and surname (we will accept initials for documents from list B)
- Documents that contain your address from list A and B must match the residential address given in your application
- You cannot use the same document for proof of identity and address
- Documents must be the most recent available (details are provided in the tables)
- We cannot accept ATM produced bank/building society statements

List A - Identity	
Driving licence	Full or Provisional UK or Northern Ireland driving licence Must be current photocard OR full old-style paper licence
Passport	Must be current and valid (signed). If sending a certified copy, please send the personal details page - the one with your photo.
Birth certificate	If your name doesn't match your Birth certificate, please provide official documentary proof to support the change of name. (see list of accepted documents)*
National identity card for EU nationals	
Confirmation of entitlement to state or local authority benefits (including pension, tax credit, child benefit, housing benefit, educational grants, winter fuel bill etc)	Must be dated within the last 12 months
HMRC tax notifications valid for the current tax year or previous tax year	Must be dated within the last 12 months. A P45 or P60 is not acceptable
Armed Forces ID Card	

*Marriage certificate, Civil partnership certificate, Gender recognition certificate, Enrolled deed poll, Change of name deed, Certificate of naturalisation or registration, Statutory declaration or affidavit, Certificate from the Court of the Lord Lyon of Scotland

List B - Address	
Driving licence	Full or Provisional UK or Northern Ireland driving licence Must be current photocard OR full old-style paper licence Not acceptable as proof of address if already used for identity
Confirmation of entitlement to state or local authority benefits (including pension, tax credit, child benefit, housing benefit, educational grants, winter fuel bill etc)	Must be dated within the last 6 months Not acceptable as proof of address if already used for identity
HMRC tax notifications valid for the current tax year or previous tax year	Must be dated within the last 12 months. A P45 or P60 is not acceptable Not acceptable as proof of address if already used for identity
UK bank, Building Society or Credit Card Statement	Must be dated within the last 3 months - please note online statements are acceptable. All statements must confirm your sort code, account number and residential address
Recent Mortgage statement from a recognised lender	Must be dated within the last 12 months
Gas, electric, landline telephone or water bill	Must be dated within the last 6 months
Local Authority council tax demand valid for the current year	Must be dated within the last 12 months
Letter from College or University	Must be dated within the last 12 months

Sending your documents

Please send your documents Freepost to us at:

RTEX-LLUT-KKKE

Paragon

PO Box 850

Wallsend

NE28 5BJ

Documents you send to us need to be original or certified copies. However, we recommend that you send certified copies. A number of professional persons and organisations can certify your documents such as the post office or a professional such as a solicitor or an accountant. Every page should be certified and you must provide contact details, address and telephone number for the person certifying your documents as we may need to contact them.

If you're providing certified, please make sure the certifier has specified the date they signed the copy. This needs to be within 1 month of you providing the documents to us.

If sending originals of important documents such as passports, licences and identity documents, please use registered post. We'll return all original documents we receive.


Who can certify your documents

- Accountant
- Bank/building social official
- Barrister
- Commissioner for oaths
- Dentist
- Doctor
- Financial services intermediary, eg a stock broker or insurance broker
- Justice of Parliament
- Lecturer
- Optician
- Paralegal – certified paralegal, qualified paralegal or associate member of the Institute of Paralegals
- Police officer
- Post Office document checking service
- Solicitor
- Surveyor
- Teacher

PARAGON (FREEPOST) RTEX-LLUT-KKKE, PO BOX 850, WALLSEND, NE28 5BJ

555-2 (01/2019)

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 www.paragonbank.co.uk

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