

IDENTITY DOCUMENTS

In some circumstances we will need to confirm your identity or address. We will ask you to send us documents from either list A, list B or both.

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)

List A - Identity	
<i>Send documents from this list if you have been asked to verify your identity</i>	
Driving licence	Full or Provisional UK driving licence Must be current photocard OR full old-style paper licence
Passport*	A copy of the full personal details page which includes both the image and signature. Passport must be in date, valid and signed.
National identity card*	For EU nationals

*If you are sending a Non-UK Passport or EU National Identity card, please also send certified evidence of your indefinite leave to remain. Certified copies of indefinite leave to remain, must be sent via post. (Please see page 2 for certification requirements).

If you are unable to send us documents from List A, please speak to our UK based team on **0800 052 2222**.

List B - Address	
<i>Send documents from this list if you have been asked to verify your address</i>	
Driving licence	Full or Provisional UK 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)	Must be dated within the last 6 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
UK bank or credit card statement	Must be dated within 3 months. Online statements are accepted, but ATM produced statements are not. 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
Utility, landline telephone or internet bill	Must be dated within the last 3 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 - only acceptable for current students

Sending your documents

Post copies of, or your original documents to: **FREEPOST: RTEX-LLUT-KKKE, Paragon, PO Box 850, Wallsend NE28 5BJ**. If you choose to post original documents please use registered post. We'll return all original documents we receive.

Or to get them to us quicker, you can email your documents to: **IdentificationDocuments@online.paragonbank.co.uk**. If you choose to email them to us, please ensure you send images of the whole page and include all pages of the document.

FOR NON-UK PASSPORT and National Identity Card ONLY

Certifying your indefinite leave to remain documents

If you are sending a Non-UK Passport or a National Identity Card, please also send certified evidence of your indefinite leave to remain. Several professional persons and organisations can certify your documents, they must be certified within one month of us receiving them. Every page must be certified. The first page should include the name, profession, address and telephone number of the certifier, we may need to contact them. They should sign, date and include the declaration "I certify this is a true copy of the original" on the copy of your document.

Who can certify your indefinite leave to remain documents?

- Accountant
- Bank/Building Society official
- Barrister
- Commissioner for oaths
- Dentist
- Doctor
- Financial services intermediary, eg a stockbroker or insurance broker
- Justice of the Peace
- Lecturer
- Member of Parliament
- Minister of a recognised religion
- Notary
- Optician
- Paralegal – certified Paralegal, qualified Paralegal or an associate member of the Institute of Paralegals
- Police officer
- Post Office document checking service
- Solicitor
- Surveyor
- Teacher

Your documents must be certified by an impartial third party, we can't accept documents that have been certified by spouse or relative.

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Or to get them to us quicker, you can email your certified copies to: **IdentificationDocuments@online.paragonbank.co.uk**. If you choose to email them to us, please ensure you send images of the whole page and include all pages of the document.

We reserve the right to request certified copies of documents in some instances.

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

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 savings@online.paragonbank.co.uk

 www.paragonbank.co.uk

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We recommend you print and keep this information for your personal records or to refer to in the future.