

Name

[illegible]

Address

[illegible]**Account number**[illegible]

What do I need to do?

There are a few different options available to you.

Option A	<ul style="list-style-type: none"> • If you have a current UK photocard driving licence (the plastic card, not the accompanying paper section), you can send us a photocopy of this to confirm your name and your residential address. • This document does not need to be independently certified
Option B	<ul style="list-style-type: none"> • If you do not have a current UK photocard driving licence, but do have a valid passport, you can send us a photocopy of this as confirmation of your name and one document from the list below as confirmation of the residential address you have given us. • These documents do not need to be independently certified
Option C	<ul style="list-style-type: none"> • If you do not have a UK driving licence or a valid passport, but do have either a <ul style="list-style-type: none"> – Valid National Identity Card (non-UK residents) or – EU Identity Card • Please send us a photocopy of this to confirm your name and one document from the list below as confirmation of the residential address you have given us. • These documents must be independently certified, please refer to certification guidelines for details

Confirmation of the residential address you have given us – Please note the documents must show a physical address and not a P.O. Box address, and the address must match the address we hold on our records for you

- Current UK driving licence (an old-style paper version)
- Current (non-UK) Photocard Driving Licence
- National ID card (with address on the card)
- A statement issued in the past three months by a UK regulated financial services firm. (This cannot be an online statement)
- A council tax bill for the current year
- A utility bill issued in the last three months such as gas, electricity or landline phone bill. (Mobile phone bills and online bills are not acceptable)
- A mortgage statement (within the past 12 months)
- A current tenancy agreement or rent book (e-signatures are not acceptable)
- A government-issued document about tax or entitlements (applicable to the current tax year or issued within the last 3 months)
- A letter from a commanding officer, issued on headed paper in the last three months confirming your residential address if you or your spouse or civil partner is a member of the armed forces (BFPO address is not accepted as residential address)

Certification guidelines

If you are supplying documents in line with options A or B (above), we will accept photocopies, we do not require any of these documents to be certified.

If you are supplying documents in line with option C (above) they can be accepted as photocopies but must be independently certified. This means an authorised person, who is not a member of your immediate family, has had sight of the original document and has confirmed that the photocopy is a genuine copy of the original. We will accept copies certified by:

- A member of staff/intermediary of a regulated financial services business such as Bank manager or Financial Adviser
- A Barrister, Solicitor or Notary Public
- A Judge or Magistrate
- A Chartered Accountant
- A Police or Customs Officer
- A Medical GP, Dentist
- A Teacher
- The Post Office Document Certification Service
- A Fidelity Member of Staff

Or if the certifier will be outside the UK, the following may be used:

- An Embassy or Consulate Staff Member
- An Official Government Agency Staff Member
- A General Register Office Staff Member
- Director or Manager from a regulated financial services business or police department

When someone certifies a photocopy for you, they must write the following words on each sheet: 'I have seen the original document and I certify this to be a true copy of the original.' And upon photographic identification 'I have seen the original document and I certify this to be a true likeness of the individual.' They also need to add:

- Their signature and the date they signed the certification
- Their full name
- Their phone number
- Their occupation
- Their company name and full business address if applicable
- Their Company or organisation stamp if applicable

Finally, the person certifying your photocopies must provide a full clear image of the documents and we do not accept stick on label Certification.

Where should I send my documents?

Our address is Fidelity, PO Box 391, Tadworth, KT20 9FU.

What will happen if I don't send the documents you've asked for?

If you send us documents that are not listed on this form we cannot guarantee that these will be accepted and may cause further delays. Until your identity has been verified restrictions will be placed on your account which will prevent withdrawals or new investments.

In the event that we have any questions regarding the documentation you have provided, or we require additional information/documentation we will contact you.