



Confirmation of identity

TITLE

☐ Mr ☐ Mrs ☐ Ms Other:

SURNAME

FIRST AND OTHER NAMES IN FULL

Residential Address

House number/name

Street, city, county and country

Postcode

Account number

What do I need to do?

There are a few different options available to you.

LIST A

Option A	<ul style="list-style-type: none">We can accept a current UK photocard driving licence as a single document to confirm your identity, provided it contains your full name and current residential address. If this was issued in Northern Ireland, please send us a certified copy (see certification guidelines). If you have a current (non UK) valid photocard driving licence, you can send us a photocopy of this and one document from the list B below.These documents must be independently certified, please refer to certification guidelines (below) for details.
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 B 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) orEU Identity CardPlease 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

LIST B

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)
- National ID card (with address on the card)
- A bank statement issued in the past three months by a regulated financial services firm. The statement must clearly show your name, address, bank account details and the issuing bank name. Screenshots of bank statements are not acceptable.
- A statement issued in the past three months by a regulated financial services firm. The statement must clearly show your name, address and the issuing firm's name. Screenshots of statements are not acceptable.
- 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. The statement must clearly show your name, address and name of issuing service provider. (Mobile phone 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 tax notice from HM Revenue & Customs (HMRC) for the current tax year e.g. a PAYE Coding Notice or Benefits statement letter
- 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 except a UK driving licence issued in Northern Ireland and a non-UK driving licence where a certified copy is required.

If you are supplying documents in line with option C (above) and from list B 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 (Dated within the last 12 months)
- 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.