



Acceptable Documentation to prove your Identity

Why does Newcastle Building Society ask for identification?

Under UK money laundering regulations we must verify the identity of all of our customers to a satisfactory level. These regulations are in place to help prevent criminals from using financial products and services for their own benefit.

What identification will I need to provide?

The Society will initially attempt to identify all customers electronically by using software which checks a series of databases for identification information. This search does not affect your credit rating, however in some cases we may find it necessary to request paper identification to prove name and/or address.

Existing customers may have already been identified in-line with current regulations therefore we will tell you should further documents be required.

Whenever paper identification is requested you will be informed of whether we require proof of name, proof of address or both.

Non EU Nationals

If you are not an EU citizen we may request a copy of your passport and proof of your right to reside within the UK.

Notes

Documents must be original items (unless otherwise stated) posted to you at your residential address. Unfortunately we are not able to accept internet or branch prints of statements or bills.

When both name and address paper identification proof is requested, we are unable to accept two documents of the same type e.g. Driving Licence for name proof and driving licence for address proof. In addition, we are unable to accept two documents from the same organisation.

Should you so choose, we will accept certified copies, but only from a registered Solicitor or an employee of a FCA regulated organisation (e.g. bank clerk). The certifier's name, position, organisation and contact details must be visible as we may contact the certifier to validate the certification.

If the document you are providing does not reflect your name due to a recent change (e.g. marriage) we will require appropriate official evidence of this change (e.g. marriage certificate). This document will need to show the link between the old and new name.

Further help

If you are not able to meet the identity requirements laid out in this document and have no other banking facilities, please visit your local branch or telephone our head office to discuss what other documents we may be able to use to verify your identity.

Acceptable Documents

Proof of name:

- Valid Passport (photocopy acceptable unless hand written)
- Valid Full UK Photocard Driving Licence (photocopy acceptable)
- Valid Full UK Driving Licence (old style paper)
- Benefits Agency Letter confirming entitlement to state benefits (dated within 3 months)
- Birth Certificate (18 and under in full time education)
- Valid Biometric Photocard Residency Permit confirming right to reside.
- Stamped Court of Protection Power of Attorney document. (Donor Only)
- Government Pension Statement (dated within 12 months)
- HMRC Tax Code Notification (dated within 12 months)

Proof of address, showing first initial and surname as a minimum and when not used for proof of name:

- Valid Full UK Photocard or old paper style Driving Licence (photocopy acceptable)
- UK Bank/Building Society Statement (dated within 3 months)
- UK Credit Card Statement (dated within 3 months showing account activity) card number can be blacked out if desired.
- Mortgage Statement (dated within 12 months)
- Gas or Electricity Statement (dated within 3 months)
- Landline Phone or Broadband Bill (dated within 3 months)
- Water Bill (dated within 12 months)
- Council Tax Bill (dated within 12 months)
- HMRC Correspondence relating to Tax Liability (not P45 or P60 and dated within 12 months)
- Government Pension Statement (dated within 12 months)
- Letter from the Benefits Agency confirming entitlement to state benefits (dated within 3 months)
- Letter from your Solicitor confirming the sale of your previous property posted to your current address (dated within 3 months)
- Stamped Court of Protection Power of Attorney document. (Donor Only)
- National Insurance Number confirmation letter (under 18s only)
- Student Loan Statement or Confirmation Letter (dated within 12 months for age 21 or under)
- Letter from the Home Office confirming right to reside (dated within 3 months) *Cannot be used if Biometric Res Card is used for Proof of Name
- Residential Care Home/Invoice on letterhead (dated within 3 months)
- Reference from Commanding Officer (Armed Forces for BFPO) (dated within 3 months)



Principal Office: Portland House, New Bridge Street, Newcastle upon Tyne NE1 8AL.

Newcastle Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Newcastle Building Society is entered in the Financial Services Register under number 156058. You can check this on the Financial Services Register or by contacting the Financial Conduct Authority on 0800 111 6768. Call 0345 734 4345 or visit us online www.newcastle.co.uk.