

We are required by law to check the identity and address details of all account holders to prevent fraud and comply with money laundering regulations. We reserve the right to carry out any further checks on your identity, if we think we need to do so in order to comply with our legal obligations.

**Identification Requirements - please provide one document from each list below (the same document cannot be used for both lists)**

Name	Address
Current signed Passport	Current UK photo-card Driving Licence (full or provisional)
Current UK photo-card Driving Licence (full or provisional)	Current full UK Driving Licence (old version)
Current full UK Driving Licence (old version)	Local Authority Council Tax bill, valid for the current year
HM Revenue & Customs documentation, dated within the last 12 months	HM Revenue & Customs documentation, dated within the last 12 months
Department for Work and Pensions documentation, dated within the last 12 months	Department for Work and Pensions documentation, dated within the last 12 months
	Bank, Building Society, Credit Card or Insurance Statement, dated within the last 3 months (we will generally not accept Statements printed off the Internet)
	Utility Bill or a certificate from a supplier of utilities, dated within the last 3 months (we will generally not accept documents printed off the Internet)

**Under 18's - alternative Identification if the above documents are not available**

Name	Address
Birth/Adoption Certificate	Parents proof of address (from list above)
NHS Medical Card	A letter of introduction from school/college/university confirming name and address (must be on official letterhead)
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**If you cannot provide the above documentation, please contact our Savings Team on 01455 844422, visit one of our branches or email [enquire@esbs.co.uk](mailto:enquire@esbs.co.uk)**

## Who can certify a copy of my original document(s)?

If you do not wish to post the original identification to us, we can accept a photocopy certified by a person from the following list (you cannot certify your own identification)

Bank/Building Society Official	Barrister
Solicitor	Councillor (Local or County)
Chartered Accountant	Justice of the Peace
Post Office Certification Service	Teacher
Member of Parliament	Registered Doctor/Dentist
Serving Police Officer	Regulated Financial Services Intermediary
Minister of a recognised Religion	

The certifier must not be related to you and should be currently employed in the role listed above. Copies should have been certified within the last 12 months using the following words, "I confirm that I have seen the original document", sign & date, print full name and note profession, company address & telephone number

## Power of Attorney (POA)

If you are either looking to register a POA on an existing account or open a new account and register a POA you will need to provide the following:

- An original or certified copy of the Power of Attorney document (certified on each page) or a Lasting Power of Attorney access code from the Office of the Public Guardian
- Attorneys acting in a personal capacity must provide name and address identification from the lists overleaf

Please contact our Savings Team on 01455 844422, visit one of our branches or email [enquire@esbs.co.uk](mailto:enquire@esbs.co.uk) to obtain the required supporting documents to complete your request.

## Business Accounts

If you are opening a Business Account, please note there is additional documentation required. Please refer to the Product Leaflet and Application Form where you will find this listed

Savings as individual as you.

**esbs**

22 THE HOLLOW, EARL SHILTON, LEICESTER LE9 7NB

 01455 844422  [www.esbs.co.uk](http://www.esbs.co.uk)  [enquire@esbs.co.uk](mailto:enquire@esbs.co.uk)

Branch office: Malt Mill Bank, Barwell, Leicester



Entered on the Financial Services Register, Registration Number 206078 [www.fca.org.uk/register](http://www.fca.org.uk/register)  
Earl Shilton Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority