



## Terms and Conditions

### Certification of Documents

Where formal identification is required, it is not necessary to forward original documents to Headquarters, however **if copies** are to be provided they **must** be certified

#### Identification Documents: ~

must be current, pre-signed and bear a photograph of the applicant, eg. passport, armed Forces ID card, provisional or full driving licence (not International Drivers' Permits/Licences), government issued National Identity Card

#### Verification of Address Documents: ~

must be recent (within the last three months) paid household utility bill (not mobile phone bill), or TV licence, or a recent Bank, Building Society or credit card statement, showing the address.

#### Certification of Documents: ~

must be certified by a suitable person employed in a public regulated service/profession such as a lawyer, accountant, manager or director of a bank/regulated financial institution, notary public, family doctor, qualified teacher, member of the judiciary, police officer, a senior civil/public servant or Consular Official at a British Embassy or Consulate. The certifier should sign and date the copy document (printing his/her name clearly in capital letters underneath), state that it is a true copy of the original, and clearly indicate his/her position or capacity on it. (it is not necessary to confirm true likeness to photographs)

Documents such as full driving licences may be used to confirm **either** identity **or** address, but **not both**.

Documentation must be in English