

# ID & Address Verification

To Satisfy Money Laundering Legislation in verifying the identity of members wishing to open an account, we must request an application is supported by one item each from the following two lists.

Proof of ID Documents	Proof of Current UK Address Documents
<ul style="list-style-type: none"> <li>➤ Full and valid PSNI Warrant Card</li> <li>➤ Full or Provisional Photo Card Driving Licence</li> <li>➤ Full and valid UK or Foreign Passport</li> <li>➤ National Identity Card</li> <li>➤ Certified valid Firearms Certificate</li> <li>➤ Benefit Entitlement letter (less than 12 months old)</li> <li>➤ Blue disabled drivers pass</li> <li>➤ Armed Forces Identity Card</li> <li>➤ PFNI Retired member card</li> <li>➤ Northern Ireland Electoral Identity Card</li> <li>➤ Common Bond Employers ID Card (only acceptable if listed within our common bond)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Full or Provisional Photo Card Driving Licence (If not used for proof of ID).</li> <li>➤ Bank, Building Society, or Credit Union Statement (less than 3 months old)</li> <li>➤ Utility Bill (Gas, Electric, Broadband, TV Package, less than 3 months old)</li> <li>➤ Council Rates Bill (for Current Year)</li> <li>➤ Mortgage Statement (less than 12 months)</li> <li>➤ Tenancy Agreement (current from a housing association or reputable landlord)</li> <li>➤ Benefit/Adjustment Letter (HMRC, DWP, Council, GOV, less than 3 months old)</li> <li>➤ Solicitors Letter (confirming recent house purchase)</li> <li>➤ TV Licence letter/Direct Debit</li> <li>➤ Certified valid Firearms Certificate (If not used for proof of ID).</li> </ul>
Documentary Requirements for Children Under 16	Documentary Requirements for Children Aged 16/17
<ul style="list-style-type: none"> <li>➤ Birth Certificate</li> <li>➤ Adult Trustee's ID/ Address documentation (if not provided previously)</li> <li>➤ Full and valid UK or Foreign Passport</li> </ul>	<ul style="list-style-type: none"> <li>➤ Full and valid UK or Foreign Passport</li> <li>➤ Birth Certificate</li> <li>➤ Bank, Building Society, or Credit Union Statement (less than 3 months old)</li> </ul>



#### Office Opening Hours

Monday - Friday 8:00am - 4:30pm  
 Saturday - Closed  
 Sunday - Closed



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