PRACTICUS™

Acceptable Confirmation of Address Documents

Acceptable documents for confirmation of address include:

- Utility bill (gas, water, electricity or land-line telephone), or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible (UK)*
- Local authority tax statement – for example, a council tax statement (UK and Channel Islands)**
- UK full or provisional driving licence – if not already presented as a personal photographic identity
- UK full driving licence (old-style paper version), old-style provisional driving licences are not acceptable
- Most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of account, notice of coding)**
- Financial statement such as bank, building society, or credit card statement* (UK and EEA. Non EEA statements must not be accepted)
- Credit union statement (UK)*
- Mortgage statement from a recognised lender** (UK and EEA – non EEA statements must not be accepted)
- Local council rent card or tenancy agreement*
- Benefit statement, book or card; or original notification letter from the Department of Work and Pensions (DWP) confirming the rights to benefit – for example, child allowance, pension (UK)**
- Confirmation from an electoral register search that a person of that name lives at the claimed address.**

*All documents must be dated within the last six months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.

** All documents must be dated within the last 12 months.

Not denoted means that the document can be more than 12 months old.

Please Note: Any documentation sent must be addressed to you and <u>NOT</u> your company name. We can only accept the <u>FULL PAGE</u> photocopies or photos of documentation and they must be <u>CLEAR</u> showing all written text contained within in the document.