

VERIFICATION OF IDENTITY CONFIRMATION FORM



This form **MUST** be completed by the introducing intermediary for **EACH APPLICANT** applying for mortgage facilities from Rooftop Mortgages Limited and submitted with the mortgage application.

Applicant Name:	Date of Birth:
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Method of Identification

FACE-TO-FACE

Please indicate **two** methods of identification, one from Section A **and** one from Section B.

NON-FACE-TO-FACE (by post etc)

Please indicate **three** methods of identification, one from Section A **and** one from Section B, plus **one further** document from either section.

Please note:

- You cannot use the same item in both sections
- At least one document must contain the applicant's signature
- **YOU MUST ENCLOSE CERTIFIED COPIES OF THE DOCUMENTS WITH THIS FORM**

Section A – Proof of Name	√
1. Current signed valid passport	
2. Current Full UK photo-card driving licence (both paper & photo section required)	
3. Current Full UK old style driving licence	
4. Armed Forces Identity Card	
5. Current employers signed photo identity card	
6. Construction industry tax exemption certificate with photo of holder issued by the Inland Revenue - CIS4(P), CIS6, CIS25 (similar to old SC60)	
7. Firearms or shotgun certificate	
8. Inland Revenue tax notification	
9. Benefit book or original notification letter from the Benefits Agency confirming the right to benefits	
10. Residence permit issued by Home Office to EU nationals on sight of own country passport	
Section B – Proof of Address	√
1. Applicant on voters roll at current address	
2. Bank, building society, credit card or credit union statement or passbook containing current address - dated within last 3 months	
3. Utility Bill (gas, electric, landline phone)- dated within last 3 months	
4. Local authority council tax bill (MUST be for current year)	
5. Mortgage statement (MUST be most recent)	
6. Benefit book or original notification letter from the Benefits Agency confirming the right to benefits	
7. Current Full UK photo-card driving licence	
8. Vehicle licence renewal notification (V11) – issued within the previous 12 months	
9. Vehicle registration document (V5C) – issued within the previous 12 months	

Declaration:

I/We certify the applicant's identity has been verified as indicated above and certified copies of the underlying documents are attached. I/We have seen the original document of the certified copy and any requiring a signature were pre-signed. I/We further confirm the applicant is applying on his/her own behalf and as a nominee, trustee or in a fiduciary capacity for any other person.

Signed:	Dated:
Name:	Position:
Intermediary Firm & FSA Number:	