**PROOF OF IDENTITY CHECKLIST AND GUIDELINES FOR DIP/RETIREMENT PAYMENT CASES**

**Proof of Address**

*Original or certified copies of documents are acceptable (must show full address where the member currently lives)*

* Household utility bill (Gas, electric, water, telephone (not mobile phones) or TV licence). It must be no more than six months old and show the member’s (or joint) name and current address
* Bank or Building Society statement. It must be no more than six months old and show the member’s (or joint) name and current address. We accept statements printed from Online Banking (where originals/certified copies for proof of date of birth and everything tallies
* Current UK/EU photo driving licence. Expired or provisional licences are not acceptable as proof of address
* Current valid photo EEA member state identity card
* Current valid photo national identity card (non UK nationals)
* Current valid photo identity card by Electoral Office of Northern Ireland
* Current valid residence permit
* Council tax bill valid for the current council tax year
* Tenancy agreement issued by a solicitor, housing association, local council or reputable letting agency for the current year
* Electoral register entry or letter from Council confirming electoral roll listing (recent, no more than six months old)

*We will accept the following documents but ONLY if the member is unable to provide the documents listed above*

* Solicitor’s letter confirming completion of house purchase or land registry confirmation. (Proof of previous address should also be obtained)
* Current valid full ‘old style’ UK driving licence. (‘Old style’ provisional driving licences are not acceptable)
* Letters from estate agents/solicitors where the member is moving house and has no other documentation for the new house. (Proof of current address should also be obtained)
* Current Benefits Agency letter (for example, universal credit; child benefit; disability living allowance and so on. See <https://www.gov.uk/browse/benefits>)
* Current State Pension notification letter
* Current years HMRC tax code notification. It must contain member’s full name and current address. (If a member has not received their most recent coding notice, they should contact their tax office who will issue an update notice). P45s and P60s are not acceptable
* Mortgage statement from a recognised lender issued for the last full year
* 192.com (but only where we have received satisfactory originals/certified copies of this form of proof of identity)
* The GMPF letter returned from the member along with some of the proof of identity documents we have requested (but only where we have received satisfactory originals/certified copies of this form of proof of identity)
* Credit card statement from main provider (for example, RBS; Barclays; M&S and so on). It must be no more than six months old and show the member’s (or joint) name and current address

**Proof of Marital Status**

*Original or certified copies of documents are acceptable*

* Marriage certificate
* Civil partnership certificate
* Decree Absolute (not the Decree Nisi)
* Dissolution Order
* Signed declaration in respect of single men with Pre-72 service

*We will accept the following documents but ONLY if the member is unable to provide the documents listed above*

* Current valid full EU passport or non EU passport. (Certified copies must show nationality, place and date of birth, passport number, expiry date, photograph and signature)
* Current UK/EU photo driving licence or photo provisional driving licence (but only where we have received satisfactory originals/certified copies of this form of proof of identity)

**Proof of Date of Birth**

*Original or certified copies of documents are acceptable (if show date of birth)*

* Birth certificate (long or short)
* Current valid full EU passport or non EU passport. (Certified copies must show nationality, place and date of birth, passport number, expiry date, photograph and signature)
* Current UK/EU photo driving licence or photo provisional driving licence
* Current valid photo EEA member state identity card
* Current valid photo national identity card (non UK nationals)
* Current valid photo identity card by Electoral Office of Northern Ireland
* Current valid residence permit
* Change of name deed
* Adoption certificate
* Current valid certificate of British citizenship

*We will accept the following documents but ONLY if the member is unable to provide the documents listed above*

* NHS medical card or letter of confirmation from GP’s practice of registration with the surgery. If the medical card is an ‘old’ version (handwritten) then we require a letter of confirmation from GP practice
* Current valid full ‘old style’ UK driving licence. (‘Old style’ provisional driving licences are not acceptable)

**Notes**

1. If a document is not on this list it is not acceptable
2. Proof of date of birth and address cannot be from the same source. For example, if a member provides a driving licence as proof of date of birth they must provide another form of identification for their proof of address such as a utility bill
3. As well as providing the documents requested from the lists on the left, the member must have signed and dated the final declaration on the relevant member’s option form
4. If we already hold copies of birth/marriage certificates on record you do not need to request again. This means that we will ask for those we haven’t seen that may be required to make payment. For example, member retired; we saw the birth certificate only, as is the requirement for status 1 members. Member is now offered a DIP, over 6 months later than retirement. We wouldn’t need to see the birth certificate again, but we will still need to ask for proof of address and marital status
5. For all forms of identity – if a member refuses to provide the proof of identity asked for, but has returned their form with their bank details and options completed, we will take this as proof of address and apply to the registrar for the other proof of identity documents we need. The cost will be borne by the Fund. Please note this only applies after 2 reminders have been sent to the member by letter/email and a final follow up telephone call has been made without success
6. For proof of marital status only – if we have acceptable proof of date of birth and address, but the member can’t or won’t provide proof of marital status, then we can consider accepting a copy of the marital status documents we require instead
7. For Retirement team cases, only the proof of date of birth list is applicable, along with these notes and the information about certification of documentation

**Certification of documentation**

* We will accept certified documents, as long as certified by one of the following:
* Post Office
* Solicitor
* Notary
* Bank official
* Accountant
* Authorised signatory of the employer
* Official from an overseas British Consulate
* Other – must be a qualified professional person. The certifier must not be retired
* All documents must be clearly certified in black and white (colour copies are not acceptable) and must include:
	+ The certifier’s full name
	+ Name of the organisation they work for
	+ Status and position of the individual within the organisation
	+ Contact telephone number
	+ The certification wording. The correct form of words for certifying documents is *“I certify that this is a true copy of the original document which I have seen and I certify that this is a true likeness to the person whom I have seen.”*
* Documents must be clearly signed and dated with *“original seen”*
* The certification must have been within the previous 3 months
* The person certifying must print and sign their full name and status
* Documents containing photographs must be clear and legible