


# Document Certification

## Evidence of Name

**Example One**

**United Kingdom of Great Britain and Northern Ireland**

Code of Issuing State                      GBR                      Passport  
No. 12345678



Surname                      Smith  
Given Name                      John  
Nationality                      British  
Date of birth                      23 March 1960  
Sex                      M  
Place of birth                      London  
Date of issue                      7 July 2004  
Date of expiry                      7 July 2014  
Authority                      UKPA

Holder's signature  
*John Smith*

I certify that I have seen the original document and this is a complete and accurate copy and that the photograph is a true likeness of the person who presented it.

*David Jones*

Signed David Jones  
DAVID JONES 28 February 2008  
Solicitor  
A. Company & Sons Solicitors  
8 Main Road  
Anytown  
AT4 8QB

**A Company & Sons Solicitors**

A certified copy of the relevant documentation will be required if you have recently changed your surname, for example a marriage certificate.

**Appropriate documents:**

- Passport
- Driving licence
- European Economic Area Member State Identity Card
- South African ID Card

## Evidence of Address

**Example Two**

**The Gas Company**

YOUR GAS BILL

Mr John Smith  
4 High Street  
Town  
City  
County  
POST CODE

Reading	Date of Reading	Previous Reading	Units	kWh
1234	Date here	0123	111	13454

I certify that I have seen the original document and this is a complete and accurate copy.

*David Jones*

Signed David Jones  
DAVID JONES 28 February 2008  
Solicitor  
A. Company & Sons Solicitors  
8 Main Road  
Anytown  
AT4 8QB

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Appropriate documents:

- Utility bill (within last 3 months, mobile bills are not acceptable)
- Driving licence
- European Economic Area Member State Identity Card
- South African ID Card
- No PO Box addresses are acceptable

## People who can certify document

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- A member of the judiciary, a senior civil servant or a serving police or customs officer.
- A lawyer or notary public.
- An actuary.
- An accountant holding a recognised professional qualification.
- A director, officer or a manager of a regulated financial services business operating in an equivalent jurisdiction.
- An embassy, consulate or high commission of the country of issue of the documentary evidence of identity.

The certifier must be independent of the individual for whom the certification is being provided and cannot be a family member or associated in any way with the account to be opened with us.

Please note that we may contact the certifier or request additional documentary evidence from you.

If you have any questions or difficulty providing certified copies of identification documents, please contact your Financial Adviser.

## Certification Checklist (for the certifier)

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1. Please take a photocopy of the document.
2. Please write the following wording on the photocopy:

### For identity verification

"I certify that I have seen the original document and this is a complete and accurate copy and that the photograph is a true likeness of the person who presented it."

### For address verification

"I certify that I have seen the original document and this is a complete and accurate copy."

3. Please add signature and date.
4. Please print your name underneath in BLOCK CAPITALS.
5. Please add your position of capacity e.g. accountant, business name and address.
6. If you have an official stamp, please stamp the document.

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### Ashburton (Jersey) Limited

PO Box 239	T: +44 (0) 1534 512000
17 Hilary Street	F: +44 (0) 1534 512022
St. Helier, Jersey	E: <a href="mailto:enquiries@ashburton.com">enquiries@ashburton.com</a>
JE4 8SJ Channel Islands	<a href="http://www.ashburton.com">www.ashburton.com</a>