

ID & Proof of Address Certification Checklist

The Company Shop

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We are required by UK law to verify your identity and/or residential address. As we cannot see the original, a photocopy must be certified by an independent professional, who writes the certification **ON THE PHOTOCOPY ITSELF**. Fill in Part A below, then take this sheet with your original document and a photocopy to the certifier.

PART A — TO BE COMPLETED BY THE CLIENT

FULL NAME (AS SHOWN ON THE DOCUMENT)		DATE OF BIRTH
CURRENT RESIDENTIAL ADDRESS (AS SHOWN ON THE DOCUMENT)		
POSTCODE / EIRCODE		COUNTRY
DOCUMENT BEING CERTIFIED (TICK ONE)		
PROOF OF ID ☐ Passport (not expired) ☐ Full driving licence (not expired)		PROOF OF ADDRESS (dated within last 3 months; no government, council or tax letters, mobile bills or payment-app statements) ☐ Household utility bill (electricity, gas, water, or fixed-line phone / home broadband) ☐ Statement from a bank or building society licensed by the financial regulator in your country
DOCUMENT NUMBER / REFERENCE		EXPIRY DATE (ID) OR DATE SHOWN (ADDRESS DOC)

PART B — FOR THE CERTIFIER

1. Compare the photocopy with the ORIGINAL, then write this on it (certify every page):

“Certified to be a true copy of the original seen by me.”

For a photo ID, also add: “The photograph matches the individual presenting it.”

followed by:

- Your signature and the date
- Your name, printed under your signature
- Your occupation
- Your address and telephone number

Add your official stamp if you have one. A copy that does not carry all of the above cannot be accepted.

OFFICIAL STAMP (IF AVAILABLE)

2. Your details, so we can confirm the certification with you:

FULL NAME (PRINTED)		DATE
OCCUPATION	PROFESSIONAL REGISTRATION NO. (IF ANY)	
FIRM OR ORGANISATION (IF APPLICABLE)		
ADDRESS		
TELEPHONE NUMBER	EMAIL	
SIGNATURE		

WHO CAN CERTIFY

A professional not related to you or living at your address: solicitor, notary, or chartered / certified accountant; bank or building society official, or police officer; teacher, minister of religion, or civil servant. In Ireland: any practising solicitor is also a Commissioner for Oaths.

RETURNING THIS FORM

1. Check the certifier has written everything on the copy, not just on this checklist.

2. Upload a clear photo of the whole certified copy (and this checklist) in the Credas app when asked for a “supporting document”.

Non-English documents also need a certified translation.