

propertymark

IDENTITY VERIFICATION FORM

## GUIDANCE NOTES

### Please read before completing this form

This form must be completed by the agency. A separate form should also be completed by each party to the agreement (e.g joint owners, purchasers or customers).

Regulation 5 of The Money Laundering Regulations 2007 requires you to obtain the information requested on this form. However this form does not completely satisfy the requirements of the legislation and in isolation is only suitable for low risk individuals (eg. husband and wife or civil partnership, where both parties are joint owners and as such are both the beneficial owners).

Where your risk analysis has identified transactions that require Enhanced Due Diligence or corporate clients, you are required to take additional steps to establish the customer's or beneficial owner's identity. See section 2.4.17 of the Anti-Money Laundering Guidance (link below).

You should make copies of all documents relating to identity checking using only the original or certified copies. Attach a copy to this form and keep it at the front of the client's file to ensure you are dealing with previously identified individuals.

If you are not satisfied with an individual's identity, suspect criminal activity or that the documents supplied are forgeries you must complete a Suspicious Activity Report (SAR). You may wish to seek independent legal advice.

### Useful links

**NAEA Propertymark:** [naea.co.uk/lobbying/money-laundering-regulations](http://naea.co.uk/lobbying/money-laundering-regulations)

**The Money Laundering Regulations 2007:** [legislation.gov.uk/ukxi/2007/2157/contents/made](http://legislation.gov.uk/ukxi/2007/2157/contents/made)

**Proceeds of Crime Act 2002 Part 7:** [legislation.gov.uk/ukpga/2002/29/part/7](http://legislation.gov.uk/ukpga/2002/29/part/7)

**False ID guidance:** <https://www.gov.uk/government/publications/false-id-guidance>

**Joint Money Laundering Steering Group (JMLSG):** [jmlsg.org.uk](http://jmlsg.org.uk)

## DETAILS

Client's full name		Date of birth	
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### Address of property to be sold/let

Address 1			
Address 2			
Town			
County		Postcode	

### Client's home address (if different from above)

Address 1			
Address 2			
Town			
County		Postcode	

## SECTION 1: EVIDENCE OF NAME

You should seek Evidence of Name by way of photo ID. Complete at least one bold option from Section 1 and Section 2, the options are in order of preference.

### Current full signed passport

Passport number		Country code	
Place of birth		Date of birth	
Date of expiry			

### Resident permit issued to EU nationals by Home Office

Unique number/reference			
Country of origin		Date of birth	
Date of expiry			

### Current UK/EU photo driving licence (old paper license and new photocard license accepted)

Can be used to give evidence of name or address but not both

License number		Date of birth	
Date of expiry			

### Inland revenue tax notification

National Insurance no.		P45	<input type="checkbox"/>	P60	<input type="checkbox"/>	Notice of Coding	<input type="checkbox"/>
Date of expiry							

### State pension or benefits book/notification letter

Can be used to give evidence of name or address but not both

Reference/account number			
Issuing authority			
Date of expiry			

## SECTION 2: EVIDENCE OF ADDRESS

You should seek Evidence of Address by way of photo ID. Complete at least one bold option from Section 1 and Section 2, the options are in order of preference.

### **Current UK/EU photo driving licence (old paper license and new photocard license accepted)**

Can be used to give evidence of name or address but not both

License number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date of issue						

### **Current local authority tax bill**

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Authority						
Document dated						

### **State pension or benefits book/notification letter**

Can be used to give evidence of name or address but not both

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Issuing authority						
Document dated						

### **Local authority rent card or tenancy agreement**

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Authority						
Document dated						

### **Most recent mortgage statement**

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Lender						
Document dated						

### **Bank, building society or credit union statement or passbook**

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Issuer						
Document dated						

### **Utility bill (not mobile)**

Reference/account number		Current address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Utility						
Document dated						

GENERAL RISK ASSESSMENT

Level of risk posed	Very low	<input type="checkbox"/>	Low	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>	Very high	<input type="checkbox"/>
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Reasons why this conclusion has been drawn

If the risk is medium or higher outline the action taken to mitigate the risk

## CERTIFICATION

I certify that I have verified the identity of the client. <ul style="list-style-type: none"><li>• I have seen the original documents;</li><li>• Checked that all certified copies are pre-signed;</li><li>• I confirm that associated photographs of the client bore a good likeness to the client;</li><li>• I have included the relevant reference information on this form.</li></ul>	Initial here
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I have not verified the identity of the client for the following reason(s).	Initial here
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This form must be completed and signed by the person who has seen the original documentary evidence. Attach copies of supporting documents to this form and update accordingly.

Full name	
Position	
Company	
Branch	
Phone number	

<b>Signature</b>		<b>Date</b>	
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