

What you'll need to send us

Legally, we have to confirm your name, address and in some circumstances where the money in your account came from. If you want to open an account in joint names, each account holder will need to confirm their name and address.

We cannot use scanned documents. Photocopies must be in black and white. If documentation is not in English please include an English translation. If you want your documents back just ask us.

Here's what you need to do:

Step 1 – Send us a certified photocopy of your passport

This is so we can confirm your name. Your passport must not have expired and your photograph and signature must be clear.

Step 2 – Send the original document or certified photocopy of one of the example documents listed below to confirm your address:

- A statement from a reputable bank or building society (no more than 3 months old)
- A statement from a recognised credit card provider (no more than 3 months old). Store credit cards do not apply
- A utility bill (no more than 3 months old)
- A telephone bill (no more than 3 months old). Mobile telephone and internet bills are not acceptable
- A Rates, Council Tax or Income Tax bill (no more than 3 months old)
- A statement from a reputable mortgage lender (no more than 3 months old)

Customers in temporary accommodation

If you are an expatriate applicant living in temporary accommodation, you may not be able to provide the address verification documents we need. If so, each applicant should supply one of the following:

- Written confirmation of your address from your employer
- A copy of your contract of employment, showing the address and the dates of your employment

Customers with PO Box addresses

If you have your mail sent to a PO Box, we still need to know and confirm your residential address. We also have to be able to link this PO Box number to your residential address.

To help us do so, please send:

- A certified copy of your agreement with the Post Office showing both your residential address and your PO Box address

Or

- A letter from your employer confirming your employment, residential address and link to your PO Box, if they provide your accommodation
- A utility bill showing both your residential address and the PO Box address.

Step 3 – Confirm where your money came from

We may need to ask you where the money you are depositing in your account came from. This really depends on how large your deposit is. If you give us this information when you apply for your account it may speed up your application. For example, if you sold your house you would need to send us a letter from solicitor/estate agent or completion statement. Or for accumulation of savings send us bank statements for the past 12 months.

Step 4 – Get your documents certified

A suitable certifier will certify that she or he has seen original documentation, has met the individual (where evidence of identity contains a photograph), confirms that the photograph is a true likeness of the individual concerned and that the copy document provided (which he or she certifies) is a complete and accurate copy of that original. The certifier will sign and date the copy document, print his or her name clearly in capitals underneath the signature and indicate his or her position or capacity.

Who can certify a document?

- Director, officer or manager of a regulated financial services business
- Official of an embassy, consulate or high commission of the country issuing your passport
- Member of the judiciary
- Serving police or customs officer
- Lawyer or notary public
- Actuary
- Accountant with a recognised professional qualification
- Senior civil servant

Halifax Bank of Scotland Branches, including Banco Halifax Hispana.

Alternatively call in to a local Halifax or Bank of Scotland branch where a customer adviser will certify your documents for you.

About Us

Halifax International is a registered business name in Jersey and Isle of Man for Lloyds TSB Offshore Limited. Lloyds TSB Offshore Limited. Registered Office: PO Box 160, 25 New Street, St Helier, Jersey, JE4 8RG. Registered in Jersey, number 4029. Regulated by the Jersey Financial Services Commission. The Isle of Man branch of Lloyds TSB Offshore Limited is licensed by the Isle of Man Financial Supervision Commission to take deposits and carry on investment business and is registered with the Insurance and Pensions Authority in respect of General Business. Business Address: PO Box 111, Peveril Buildings, Peveril Square, Douglas, Isle of Man IM99 1JJ.



International

How to certify

The certifier must:

a) Write the following wording on your documents:

For identity verification documents

"I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original."

For address verification documents

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

b) Sign and date the photocopy.


c) Add their name in block capitals along with their position/capacity and address eg lawyer and contact address.

d) Add the official stamp of their office, if possible.

Example of a certified photocopy of a passport

United Kingdom of Great Britain and Northern Ireland

Code of Issuing State GBR Passport
No. 12345678

 <p>Copy of photograph must be good quality and a clear likeness</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Surname</td> <td colspan="2">Bloggs</td> </tr> <tr> <td>Given name</td> <td colspan="2">Joe</td> </tr> <tr> <td>Nationality</td> <td colspan="2">British</td> </tr> <tr> <td>Date of birth</td> <td colspan="2">22 February 1959</td> </tr> <tr> <td>Sex</td> <td>M</td> <td>Place of birth London</td> </tr> <tr> <td>Date of issue</td> <td>6 June 2003</td> <td>Authority UKPA</td> </tr> <tr> <td>Date of expiry</td> <td>6 June 2013</td> <td>Holder's signature</td> </tr> </table> <p style="text-align: right; font-family: cursive;">Joe Bloggs</p>	Surname	Bloggs		Given name	Joe		Nationality	British		Date of birth	22 February 1959		Sex	M	Place of birth London	Date of issue	6 June 2003	Authority UKPA	Date of expiry	6 June 2013	Holder's signature
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I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original.

John Smith

Signed John Smith

JOHN SMITH 28 February 2008
Solicitor
A. Firm & Co. Solicitors
7 Some Place
Anytown AT3 45B

A. Firm & Co.

SOLICITORS

Example of a certified photocopy of an address verification document

The Gas Company Ltd

YOUR GAS BILL

Customer reference 0123456789

30 January 2008

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

John Smith

Signed John Smith

JOHN SMITH 28 February 2008
Solicitor
A. Firm & Co. Solicitors
7 Some Place
Anytown AT3 45B

Reading	Date of reading	Previous reading	Units	kWh
3578	10 JAN 2008	2506	1072	12363