POST OFFICE®

Veri-fy™

Solicitor.2

PART A: **To the client** **(Please read Part C of this form)**

The Solicitor detailed in Part D has asked to have your identity and address and/or signature witnessed. So this can be done you should go to any Post Office® branch in the United Kingdom. Please take the forms of identification as listed in Parts F and G overleaf, together with this form and any other documents your Solicitor has sent to you for signature.

You should take three forms of identification with you - At lease one from each of the lists in Parts F and G with a third from either list.

Please note there will be a charge of £5.00 for having your identity checked and/or one document signed. Each additional identity check and/or document signed will cost £5.00.

PART B: **Forms of acceptable identification**

Please remember to take originals of identification with you - copies are not acceptable. If you are producing a UK photo Driving Licence you must produce the paper counterpart at the same time. The photocard by itself is not acceptable.

If you do not have any of the forms of identification listed in Part F, please contact your Solicitor.

PART C: **WARNING**

It is a criminal offence to impersonate another person, assist in the impersonation of another or attempt to do so. Fines and/or imprisonment can result.

Post Office® staff or agents will refuse to complete this form if the form of identification you produce does not in their opinion appear to be valid and/or an original NOR will they complete this form if you do not appear to bear a good likeness to the person in the photograph on the form of identification.

The solicitor reserves the right to request further proof of identification if necessary.

PART D: **To be completed by the solicitor**

tick as appropriate

1 ☐ Please check the identity of the person named overleaf.

Please have the person named overleaf sign the accompanying documents in your presence:

Number of documents: one ☐ 2 two ☐ 3 three ☐ 4 four ☐ 5

You should then witness their signature in their presence.

Signed *(by solicitor)*	Date DD / MM / YYYY
Firm:	Ref

POST OFFICE®

982693684120000023

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PART E: **Client details**

Title (tick appropriate) ☐ Mr ☐ Mrs ☐ Ms ☐ Other (please specify)

Surname

First Name

Middle Names All middle names must be included

Address

Postcode

PART F: **Original Form of Photo Identification - up to two**

Identification	*Date of Issue*	*Number*
Passport	DD / MM / YYYY	
	Nationality	*Date of Birth shown on passport* DD / MM / YYYY
HM Forces ID Card (UK)	DD / MM / YYYY	
Firearms Licence (UK)	DD / MM / YYYY	
EU Photo Identity Card	DD / MM / YYYY	
Photo Driving Licence (**UK**) (Full or Provisional)	DD / MM / YYYY	
		Date of Birth shown on driving licence DD / MM / YYYY

PART G: **If only one document produced from Part F, two from below. If two documents produced from Part F, one from below.**

- ☐ Electricity Bill*
- ☐ Gas Bill*
- ☐ Water Bill*
- ☐ Telephone Bill*
- ☐ Addressed Pay Slip*
- ☐ Mobile Phone Statement*
- ☐ Bank/Building Society Statement*
- ☐ Credit Card Statement*
- ☐ Store Card Statement*
- ☐ Insurance Certificate**
- ☐ Mortgage Statement**
- ☐ Vehicle Registration Document
- ☐ Television Licence**
- ☐ Mail Order Catalogue Statement*

*Must be less than three months old. **Issued within last 12 months.

PART H: **To be completed by a member of Post Office® staff**

I confirm that a person stating to be the person in Part E appeared before me and produced THREE valid and original forms of identification, detailed in Parts F and G. Of these, one included a photograph bearing a good likeness to that person and one included an address matching that given in part E.

Signed

Date DD / MM / YYYY

Checked: ☐ Photo ☐ Address ☐ Name ☐ Date of Birth

Post Office® Stamp

Tel: 0871 2240813 Web: www.veri-fy.com

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