

## ACCEPTABLE ID DOCUMENTS

Two forms of identification are required to join Grampian Credit Union:

- One document for name ID
- One document for address ID

The same document cannot be used to confirm both name and address.

### Name ID

- Signed Passport (current)
- UK Photo Driving Licence – Full or Provisional
- Benefit Documents\*
- State Pension Documents\*
- Inland Revenue Tax Exemption Certificate
- Inland Revenue Tax Notification Document\*

### Address ID

- Utility Bill (e.g. gas, electricity, water) – less than 3 months old
- Council Tax Bill – valid for current year
- Financial Statement (e.g. Bank / Building Society / Credit Card / Store Card Statement) – confirming a transaction carried out in the last 3 months and your address
- Mortgage statement – most recent
- UK Photo Driving Licence
- Benefit Documents\*
- State Pension Documents\*
- Council Rent Card - Current
- Tenancy Agreement – Current
- Solicitor's Letter – confirming house sale / purchase.

We cannot accept mobile phone bills, catalogue bills or TV licences.

*\* Must contain specific information relevant to you, i.e. payment amounts etc*

### Verifying the identity of a child (aged up to their 16<sup>th</sup> birthday):

Where the account is opened for a child documentary evidence of ID for both the child's name and address will be required.

### Name ID

- Signed Passport
- Birth Certificate
- National Health Card
- Child Benefit letter with child's name on it.

### Address ID

Acceptable address ID must be provided from the above list, which can be in the name of the parent or guardian with whom the child resides.

### Online ID checks

As part of our due diligence with regard to ID checks we will carry out an online check using a credit bureau. This will not affect your credit report as it is only to confirm your ID.