

## ID Verifying Guide

### Introduction

When you apply for a Standard Disclosure certificate you **must** provide documents that have been certified as a likeness to you and true copies of the original to prove your identity.

### What documents do you need to provide:

You need to provide **three** pieces of verified ID to CILEx Regulation:

1. Passport
2. Current driving licence photocard - (full or provisional)
3. Any **one** of the following:
  - a. Birth certificate - issued after time of birth
  - b. Marriage/civil partnership certificate
  - c. Mortgage statement – issued in last 12 months
  - d. Bank or building society statement – issued in last 3 months
  - e. Credit card statement – issued in last 3 months

If you do not have one of these documents, please contact us at [info@cilexregulation.org.uk](mailto:info@cilexregulation.org.uk) for further guidance or call us on 01234 845770.

### Who can certify original documents

To certify original documents, you will need to ask a professional person or someone well-respected in your community ('of good standing') like a:

- bank or building society official
- councillor
- minister of religion
- dentist
- chartered accountant
- chartered legal executive, solicitor, barrister
- teacher or lecturer

The person you ask should not be:

- related to you
- living at the same address
- in a relationship with you

### How to certify a document

Take the photocopied document with the original document and ask the person to certify the copy by:

- writing the following on the photographic (e.g. passport or driving licence) document:

'Certified to be a true copy of the original and likeness to the person seen by me'

and writing on the non-photographic ID document (bank statement etc):

‘Certified to be a true copy of the original seen by me’

- signing and dating it
- printing their name under the signature
- adding their occupation, address and telephone number

The person certifying the document may charge you a fee. Ensure you ask about this when you approach them.