

## Confirming your identity

We need to ask you for some more identification.

### What you need to do now

- Please send us what we've asked for
- Any documents you send must show your/Donor's full name and current address (unless one is a passport)

### What can we accept?

- Passport (photo page) or driving licence (both front and back) - these can only be certified copies of the original
- For all other identification documents, we can accept originals or certified copies of the original
- If we've asked you to provide two separate documents, the same one can't be used twice, even if it appears on both lists
- We can accept documents which are addressed to you as Attorney, but they must also show the Donor's name

### What's a certified copy?

A 'certified copy' is a photocopy of the original document which has been signed, stamped and dated by an independent professional. They should also print their name in full and provide their business contact details. You may be charged for this service. For more details on certification please visit [Sainsburysbank.co.uk/identity](https://www.sainsburysbank.co.uk/identity).

### Who can certify my documents?

- Post Office
- Bank / Branch Official
- Solicitor/Lawyer/Notary
- Doctor (Medical)
- Teacher
- Accountant
- Serving Police Officer (The collar number should be obtained)
- Local Councillor
- Chartered Surveyor
- Authorised Financial Intermediary e.g. an Independent Financial Advisor or an Authorised Mortgage Intermediary

We'll record the information we need, then return any documents marked with an \* in the following lists. If you need any other items returned, please let us know by including a covering note with your documents.

### **Please note, we can't use the same document from List A and List B**

#### **List A – Confirms your identity**

Document	Notes
<b>Passport*</b> <b>CERTIFIED COPIES ONLY</b>	<ul style="list-style-type: none"> <li>• Must be current</li> <li>• Must be the photo page</li> </ul>
<b>UK or EEA photo-card driving licence*</b> <b>CERTIFIED COPIES ONLY</b>	<ul style="list-style-type: none"> <li>• Must be valid and current</li> <li>• We need to see the front and back of the licence and it must show your current address</li> </ul>
<b>UK paper driving licence*</b> <b>CERTIFIED COPIES ONLY</b>	<ul style="list-style-type: none"> <li>• Must be valid and current</li> <li>• We can't accept the counterpart of a photo-card licence, only old style paper licences which are still valid</li> </ul>
<b>UK photo-card provisional driving licence*</b> <b>CERTIFIED COPIES ONLY</b>	<ul style="list-style-type: none"> <li>• Must be valid and current</li> </ul>
<b>HMRC tax notification</b>	<ul style="list-style-type: none"> <li>• Must have been issued in the last three months</li> <li>• We can't accept a P2 or P45 or P60 certificate</li> </ul>

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<b>Evidence of entitlement to a state or local authority funded benefit</b>	<ul style="list-style-type: none"> <li>• Must have been issued in the last three months or twelve months if you receive an annual letter</li> <li>• This includes housing or council tax benefit, tax credit, and pension, educational or other grant</li> </ul>
<b>Firearms certificate*</b>	<ul style="list-style-type: none"> <li>• Must be current</li> </ul>
<b>Care home residency letter</b>	<ul style="list-style-type: none"> <li>• We'll accept documents showing that the Donor is resident in a Care Home</li> </ul>

### List B – Confirms your current address

Document	Notes
<b>Bank/building society statement</b>	<ul style="list-style-type: none"> <li>• The account must still be open</li> <li>• Must be a complete statement dated within the last three months or six months if you receive half yearly/yearly statements</li> <li>• We'll accept statements printed from your Internet Banking as long as they provide your name, address, sort code, account number, transactional information and are dated within the last three months</li> <li>• We can't accept Sainsbury's bank account or credit card statements</li> <li>• We can't accept business accounts</li> </ul>
<b>UK or EEA photo-card driving licence* CERTIFIED COPIES ONLY</b>	<ul style="list-style-type: none"> <li>• Must be valid and current</li> <li>• We need to see the front and back of the licence and it must show your current address</li> </ul>
<b>UK paper driving licence* CERTIFIED COPIES ONLY</b>	<ul style="list-style-type: none"> <li>• Must be valid and current</li> <li>• We can't accept the counterpart of a photo-card licence, only old style paper licences which are still valid</li> </ul>
<b>UK photo-card provisional driving licence* CERTIFIED COPIES ONLY</b>	<ul style="list-style-type: none"> <li>• Must be valid and current</li> </ul>
<b>Council tax notification</b>	<ul style="list-style-type: none"> <li>• Must be less than twelve months old</li> <li>• Must relate to your current address</li> </ul>
<b>Utility bill</b>	<ul style="list-style-type: none"> <li>• Must be dated within the last three months or twelve months if an annual bill. Any bill sent to us must show your full name and address</li> <li>• We can accept gas, electricity and water bills</li> <li>• We'll accept utility bills printed from the Internet as long as they are dated within the last three months</li> <li>• We can't accept a mobile phone bill but we'll accept telephone landline or broadband bills but they must be dated within the last three months</li> </ul>
<b>Mortgage statement</b>	<ul style="list-style-type: none"> <li>• Must be dated within the last twelve months</li> <li>• We'll accept statements printed from your Internet Banking as long as they provide your name, address and transactional information</li> </ul>
<b>Credit card statement</b>	<ul style="list-style-type: none"> <li>• Must be dated within the last three months</li> <li>• We can't accept Sainsbury's Bank credit card statements</li> <li>• We'll accept statements printed from your Internet Banking as long as they provide your name, address, transactional information and are dated within the last three months</li> </ul>
<b>Care home residency letter</b>	<ul style="list-style-type: none"> <li>• We'll accept documents showing that the Donor is resident in a Care Home</li> </ul>