

applications only	Examples of Professional Persons : Bank Official, Doctor (& their receptionists), Solicitor, Ministers of Religion, Teachers, Care Home Managers, Prison Governors, Probation Officers, Police Officers, Civil Servants, Health Care Workers
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How to submit your documents

- If you bring your original documents into branch, our Advisers are able to accept originals and certified copies of all listed proofs; all originals will be immediately returned in this instance.
- If you need to send us documents in the post the Bank does not recommend sending valuable original documents as we cannot guard against loss of documents or postal theft. Original documents should be copied and certified by a person in a position of responsibility, please refer to information below. Originals of documents bearing photographs cannot be accepted through the post. Complete and clear copies of all relevant pages of the document need to be provided.

How to certify a document

If you want to use a copy of a document, it will need to be certified. This means that the copy has been signed and dated by a 'professional person' to prove that it is accurate.

People who can certify documents include (**please note cannot be a retired person**):

- Accountant
- Bank or building society official
- Barrister
- Civil Servant
- Councillor (local or county)
- Justice of the Peace
- Doctor
- Member of Parliament
- Minister of religion
- Officer of the Armed Forces
- Police Officer
- Prison Governor
- Probation Office or Solicitor

To certify a document of yours, take both the copy and the original to your chosen professional. Then ask that person to certify the copy by stating that they have 'seen the original', that it is a true copy of the original and any photograph is a good likeness to the customer, e.g. "I certify that this is a true copy of the original and any photograph bears a good likeness to the customer".

That person must also **sign** and **date** the copy, **print their name** under the signature and also **add their occupation, the name of the organisation they work for, their full business address and work telephone number (not mobile number)**.

If documents are not written in English, please provide certified English translations, and also ask the certified translator to confirm in writing on the translation:

- that it's a 'true and accurate translation of the original document'
- the date of the translation
- the full name and contact details of the translator or a representative of the translation company

We cannot accept certification from the following:

- A **retired person** (from the list of acceptable occupations above)
- A relative of the applicant/account holder by birth or marriage
- A named party on the application/account
- Someone who lives at the same address as the applicant/account holder
- Someone who is unemployed or seeking asylum to live in the EU