

HARPENDEN
BUILDING SOCIETY

Identification Requirements



We  our community

harpendenbs.co.uk

For more information on each product, please speak to a member of our team who can help you further. You can also view more details on our website.

1. Electronic Identification Verification

The electronic identification process is carried out using a Credit Reference Agency who checks your details against other databases. This is not a credit search and will only record the fact that we have carried out an ID check. If electronic identification is unsuccessful, you will be asked to provide us documentary proof of identity and permanent address as detailed in section 2.

2. Requirements for Additional Identification

Should the electronic identification process not provide sufficient evidence to verify your identity and permanent address, you will be required to provide additional documentary evidence. To do this we need to see one document from each of the two lists shown below.

TO CONFIRM YOUR IDENTITY	TO CONFIRM YOUR ADDRESS
Valid FULL UK driving licence (old style, paper version)***	Council Tax – Demand letter or statement*
Valid UK photo-card driving licence (Full or Provisional)***	Current bank statement** (but not one printed from the internet)
Valid passport	Current credit/Debit card statement** (but not one printed from the internet)
Valid EU state ID card	Educational grant/other grant*
Firearms certificate or shotgun licence	Housing benefit notification*
HMRC Notice of Coding*	Mortgage statement*
Identity card issued by Electoral Office for Northern Ireland	Valid FULL UK driving licence (old style, paper version)***
State Pension letter*	Valid UK photo-card driving licence (Full or Provisional)***
	Utility bill*

* These documents must be dated in the past 12 months

** These documents must be dated in the past 3 months

*** This document can be used to verify either a person's identity or address, but not both

If you are unable to provide original documents, either because the account has been opened digitally or by post, certified copies are acceptable. The copy must be signed against the wording 'certified to be a true copy of the original document', by one of the following:

- Solicitor
- Accountant
- Bank/Building Society Official
- Independent Financial Advisor
- Post Office
- Doctor
- Dentist
- Police Officer
- Teacher

3. Children

When children open a savings account, they are also required to provide proof of identity and address. We are unable to carry out electronic identification for children and therefore one document from each list detailed below must be provided to verify a child's identity.

TO CONFIRM YOUR IDENTITY	TO CONFIRM YOUR ADDRESS
Birth certificate	Letter from local education authority confirming name and address*
Valid passport in child's name	Parents address verification (if same as child's)
Current NHS medical card*	Current NHS medical card*
Letter from local education authority confirming name and address**	

* This document can be used to verify either a person's identity or address, but not both

** These documents must be dated in the past 3 months

4. Exceptions

There may be instances where you are unable to provide proof of identity and address from list 1 and list 2.

In these circumstances, please contact your local branch or our Member Services Team as there may be other forms of identification we can accept. Contact details can be found on the back of this booklet.

Our Branches

Harpenden

Aberdeen House
14 Station Road, Harpenden
Hertfordshire AL5 4SE

Tel: 01582 344204

Tring

38 High Street
Tring
Hertfordshire HP23 5AA

Tel: 01442 824722

Radlett

341 Watling Street
Radlett
Hertfordshire WD7 7LB

Tel: 01923 854457

Leighton Buzzard

22 Market Square
Leighton Buzzard
Bedfordshire LU7 1HE

Tel: 01525 852525

Head Office

Mardall House, 9–11 Vaughan Road, Harpenden,
Hertfordshire AL5 4HU

Tel: 01582 765411 **Email:** enquiries@harpendenbs.co.uk

Our dedicated Member Services Team are waiting to help you.
To get in touch, please call our Head Office number.

harpendenbs.co.uk

HARPENDEN
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Harpenden Building Society is authorised for investments by Trustees and is a member of the Building Societies Association. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. Firm reference number: 157260.