

## Acceptable Client ID Documentation

Acceptable Photographic ID	
1.	<b>Current Passport</b> (Irish or International)
2.	<b>Current Photo Driving Licence</b>
3.	<b>Current National Identity Card</b> (Irish or any European Union Member State Countries)
4.	<b>Garda Certification of Identity</b> <ul style="list-style-type: none"> <li>▪ Stamped, Signed &amp; Dated by a member of an Gardai Siochana</li> <li>▪ Acceptable only in circumstances where the client doesn't have a current passport or drivers licence</li> <li>▪ This will suffice as evidence of both Photographic and Address ID</li> </ul>

**Note:**

- a) *Current* (i.e. unexpired).
- b) Photograph must be clear and transparent.
- c) ID must either be an *original* or a certified copy marked '*originally sighted*' and signed & dated by the name of person who sighted same.
- d) For linking married/maiden name we do not accept religious/ church marriage certificates - we only accept *State Marriage Certs* from.
- e) A laminated marriage certificate is not acceptable in any circumstances.

Acceptable Proof of Address	
1.	<b>Current Utility Bills</b> (includes Internet / e-Bills) <ul style="list-style-type: none"> <li>▪ Electricity/Gas provider</li> <li>▪ Phone provider (landline)</li> <li>▪ Mobile Phone provider</li> <li>▪ TV &amp; Broadband provider e.g. Sky, Virgin Media</li> <li>▪ Local Authority utility bill e.g. refuse collection</li> <li>▪ Private Refuse Company utility bill</li> </ul> <p><b>Note:</b> For a utility bill to be acceptable the name &amp; address of the client must appear under the billing /postal address (it is not acceptable if it is only under the supply address).</p>
2.	<b>Current Statement of Account (from a credit or financial institution)</b> (includes Internet Statements) <ul style="list-style-type: none"> <li>▪ statement must be addressed to the client (with corresponding details under name on a/c)</li> <li>▪ must be issued by a regulated financial sector designated person in Ireland, the EU or comparable jurisdiction]</li> </ul>

3.	<b>Current Credit/Debit Card Statement</b> (includes Internet Statements) <ul style="list-style-type: none"> <li>▪ statement must be addressed to the client (with corresponding details under name on a/c)</li> <li>▪ must be issued by a regulated financial sector designated person in Ireland, the EU or comparable jurisdiction]</li> </ul>
4.	<b>Letter from Bank/Building Society/Credit Union</b> Correspondence must: <ul style="list-style-type: none"> <li>▪ refer to a bank a/c <b>OR</b> Credit Union a/c <b>OR</b> mortgage a/c reference number</li> <li>▪ be addressed to the client (with corresponding details under name on a/c)</li> <li>▪ be of an personalised nature i.e. excludes mail shot/generic marketing letters</li> </ul>
5.	<b>Household / Motor Insurance Certificate <u>AND</u> Renewal Notice</b> <i>(neither document on its own is acceptable)</i> <ul style="list-style-type: none"> <li>▪ to include reference to policy a/c number</li> <li>▪ correspondence must be addressed to the client (with corresponding details under name of policy a/c )</li> </ul>
6.	<b>Revenue Commissioners</b> <ul style="list-style-type: none"> <li>▪ official documentation issued by the Revenue and addressed to the individual</li> <li>▪ revenue balancing statements can be for <i>any</i> tax year but <i>must be issued</i> within the last 6 months</li> </ul>
7.	<b>Department of Social Protection</b> <ul style="list-style-type: none"> <li>▪ Official documentation issued by the Department and addressed to the individual</li> </ul>
8.	<b>Instrument of a Court Appointment</b> <ul style="list-style-type: none"> <li>▪ such as liquidator or grant of probate</li> </ul>

**Note:**

- a) All documents must be issued within the previous 6 months.
- b) All documents must be addressed to the client and include date of issue.
- c) With regard to 5 above this excludes Broker Correspondence.
- d) ID must either be an *original* or a certified copy marked '*originally sighted*' and signed & dated by the name of person who sighted same.

### Certified Persons

Certification can be provided by any of the following:

- a practicing Accountant or Auditor
- a practicing Solicitor
- a member of an Garda Síochána
- a Commissioner for Oaths