

Valid Identification

If you wish to join Burnley Area Community Credit Union you will need to provide documents to prove your identity, and confirm your address.

The Credit Union is required to ask for this by law, in order to comply with current Money Laundering Regulations.

You must supply one document from LIST 1 and one document from LIST 2. You cannot use the same document for both lists. We also need a document from LIST 3 to show your signature if it is not on one already provided.

Please make sure that you bring these documents with you when you come to join.

Documents that are acceptable include:

<u>LIST 1 - Documents to identify you</u>	√	<u>LIST 2 - Documents to confirm your address</u>	√	<u>LIST 3 - Documents to confirm your signature</u>	√
Valid Passport		Utility bill less than 6 months old eg electricity, gas, landline phone		Valid passport	
Valid UK/EEA photocard driving licence (full or provisional)		This year's water bill		Valid UK/EEA photocard driving licence (full or provisional)	
Valid full driving licence (old style)		Valid UK/EEA photocard driving licence (full or provisional)		Valid full driving licence (old style)	
National ID card (EEA only)		Valid full driving licence (old style)		National ID card (EEA only)	
Letter confirming entitlement to state pension, tax credit, housing benefit or council tax benefit		Letter confirming entitlement to state pension, tax credit, housing benefit or council tax benefit		Bank card	
Northern Ireland electoral ID card		This year's council tax bill		National Insurance card	
Firearms certificate of shotgun licence		Most recent bank / building society / credit card statement (not printed off internet)			
Blue disabled drivers badge		Northern Ireland electoral ID card			
		Mortgage statement less than 12 months old from a recognised lender			
		Council / housing association rent card or tenancy agreement			
		Instrument of a court appointment eg a liquidator or a grant of probate			

If you have any difficulty in finding suitable proofs of identity, please ask for advice and we will try to help.

Accounts for students or other young people aged 16 and over:

Standard identification requirement should be followed as far as possible. Where a student/young person cannot satisfactorily meet this, it is acceptable for a letter confirming identity and address to be obtained from the applicants:

- Workplace
- School
- College
- University
- or care institution

Any confirmatory letter should be on appropriately headed note paper.

Junior Members/ School Children:

Standard ID documentation is required where possible, or a letter from a school on letter headed paper which includes the pupils date of birth and permanent address.

Junior Accounts established by a family member or guardian:

- Standard ID documentation is required if the family member or guardian is not already a member of the Credit Union.
- Documents to verify the identification of the child will also be needed which may include standard Credit Union ID documentation or any of the following:- Birth certificate, Passport, NHS Medical Card, Child benefit documentation, Child tax credit documentation, National Insurance card (for those aged over 16).
- The permanent address of the child will need to be confirmed using any standard Credit Union ID documentation. If this is not possible then documents can be in the name of the parent or guardian with whom the child resides.

Qualification through Employment

If you work in the Borough of Burnley but do not live there, you need to provide one of the following as evidence:-

<u>Evidence of employment</u>	√
Payslips	
Contract of Employment	
Letter from employer	
Evidence of registered address of business (for self employed)	

Please note, the following documents are not acceptable as proof of **identity** or to confirm your **address**:

Bus pass
Bills/ statements printed from the internet
Birth Certificate
Student ID card
National Insurance card
Marriage certificate
Pharmacy record card
Rent book / tenancy agreement (private landlord)
Non EEA ID card
Letter from employer/ payslip
Library card