

Under the Money Laundering Regulations, it is a legal requirement for us to ask you and sometimes people related to you to produce proof of identity and address before we are able to take instructions. This is because solicitors who deal with money and property on behalf of their clients can be targeted by criminals wanting to commit identity fraud and launder money.

To comply with the law, we need to obtain evidence of your identity as soon as possible. There are two ways you can provide this information and documentation: in person at our offices or, more simply, online.

## 1 - Electronic ID Checking On-Line (ECOS)

Our electronic identity verification solution checks your information against authoritative sources to reduce the risk of identity fraud and instantly identifies genuine clients.

We use the InfoTrack ECOS service to provide the electronic ID check. This reduces the need for you to make a special visit to our offices with personal documentation and can reduce potential delays in getting our work for you underway.



The check is easily completed at home via a smartphone or tablet, but alternatively you can use a laptop or personal computer (equipped with a camera and speakers).

In order to confirm your identity using the ECOS check, you must have the following:



- A current passport or valid full photo driving licence (if you do not have these documents, you will not be able to use ECOS to complete your ID check); and

Your Current Account Details		
Date	Payment type and details	Paid out
22 Jul 16	Balance Brought Forward	
24 Jul 16	VIS TESCO STORES 6196 WELLING	97.92
29 Jul 16	VIS BP ANCHOR FILLING WELLING	20.00
28 Jul 16	DD ROYAL & SUNALLIANCE OR HYGRADE SERVICES	43.27
28 Jul 16	ATM CASH AT BARCLAY JUL28	

- A proof of address document in the form of a bank statement, utility bill or a current year council tax bill (see list over the page for alternatives).

The ECOS system will take you through the ID process step by step; there is a helpline listed if you have any problems. It takes around 5 minutes to complete, and we can start work straight away once we receive confirmation of ID. Please kindly advise the person dealing with your case when you have completed the check.

If you are happy to proceed with the ECOS check please provide the following information by email, to the person dealing with your case, and we will send a link to the online portal:

- 1) Full name (inc. title and any middle names)
- 2) Mobile phone number
- 3) Email address

## 2 - In person at our offices

To confirm your identity by attending our offices, we ask you to please provide:

- A current passport or valid full photo driving licence and
- A proof of address document in the form of a bank statement, utility bill or a current year council tax bill.

**NOTE – please ensure that you bring your documents in person as we have to check the photo ID matches your appearance.**

We will take copies of your documents and retain them for our file. If you are unable to bring your ID documents into the office, you may have copies certified (for example at a local solicitor or accountant's office) and send them in. Please speak to the person managing your case for further details.

**In the event you do not have any of the identity or address documents above, the following ID and proof of address documents are also acceptable, in person:**

**Confirmation of ID - Acceptable Documents** (only a passport or driving license can be used with the on-line ECOS system)

Acceptable to use in person at our offices: -

1. Current in date passport
2. Current full photo-card driving licence – old style non-photo licences are not acceptable
3. Building industry sub-contractor's certificate or photo registration card
4. Firearms certificate (from Chief Constable)
5. Police or other government ID card
6. Biometric residence permit
7. UK armed services ID card

**Confirmation of Address - Acceptable Documents** (if not already used to prove ID)

1. Bank/Building Society/National Savings statement or passbook (dated with the previous 3 months)
2. Recent utility bill (dated with the previous 3 months)
3. Council Tax bill (current council tax year)
4. Mortgage statement (within the last 12 months)
5. Current full photo driving licence (if not used for proof of ID)
6. Inland Revenue Self-Assessment Statement/Tax Demand (dated with the previous 3 months)
7. Benefits book/Benefits Agency letter (dated with the previous 3 months)
8. EEA Member State identity card
9. Local Authority Rent Card/Tenancy Agreement
10. Child Support Agency letter (dated with the previous 3 months)
11. Solicitor's letter confirming recent house purchase

### IMPORTANT - WHAT TO DO NEXT

Please confirm to your solicitor or the person managing your case whether you would prefer to complete the ID process online, or whether you will attend our offices with your ID documents. If online, you must complete the process personally.