

ID Verification

The law requires Solicitors to obtain satisfactory evidence of the identity of their client and, at times, people related to the client or their matter. This is because Solicitors who deal with money and property on behalf of their client can be used by criminals wanting to launder money.

In order to comply with the law on money laundering, **we need to obtain evidence of your identity before we can proceed with your matter.** We will not be able to receive any payments from you until ID has been provided.

In order to comply with our obligations we may carry out an electronic anti-money-laundering check where we do not see you face to face or if insufficient documents are provided and this costs £7.20 per person and will be included on your final statement.

There are 3 options for us verifying your ID as follows:-

1. Visit our reception with your **original documents** and they will be copied whilst you wait. Our reception hours are 9am to 5pm on weekdays
2. Post your **original documents** to us and we will make copies and return them to you by recorded delivery
3. Visit another solicitor (if we are not local to you) and arrange for solicitor certified copies of the ID as below and send the original certified copies to us. Most solicitors charge around £5 per document to do that.

Please provide **one** document from List A and **one** document from List B below for **each** client.

List A

- A valid full passport; or
- A valid HM Forces identity card; or
- A valid UK Photocard Driving Licence.

List B

- A cheque guarantee card, credit card (bearing the Mastercard or Visa logo) American Express or Diners Club card, debit or multi-function card (bearing the Switch or Delta logo) issued in the United Kingdom **with an original account statement less than three months old**; or
- A firearm and shot gun certificate; or
- A receipted utility bill less than three months old; or
- A Council tax bill less than three months old; or
- A Council rent book showing the rent paid for the last three months; or
- A mortgage statement from a Lender for the mortgage accounting year just ended.

Our Ref: WYL/CP/4927