

PENSIONER VERIFICATION FORM

Member Details			
First Name(s):			
Surname			
Home Address:			
Country:			
Telephone No:			
Email ¹			
National Insurance No:		Date of Birth	
Place of Birth:		Nationality:	
Member Declaration			
I have enclosed copies of the required documentation, as per the notes on Personal Identification and Certification provided. <u>Please sign below in the presence of your witness:</u>			
Your Signature:	<input type="text"/>	Date:	<input type="text"/>
Your witness should complete the following sections			
I have witnessed the signature of the above pensioner in my presence and I have certified the pensioner's personal identification documentation. I understand that the Pensions Office may contact me directly in regard to my certification.			
Witness Signature:	<input type="text"/>	Date:	<input type="text"/>
Details of Witness:			
Full name (in block capitals):			
Home Address:			
Country:			
Telephone Number:			
Occupation:			
Email address:			

Please return the completed form to the Pensions Office as soon as possible

¹ The Pensions Office will use this email address going forward to notify you about general Scheme communications, such as newsletters.

NOTES ON PERSONAL IDENTIFICATION

We need two forms of identification: one from List A and one from List B, see below.

We know these are important documents and we can't guarantee they'll get to us safely so please don't send originals. We're happy to receive photocopies of these documents so long as they're certified. Please see the "*Notes on Certification*", on the back of this page, for help with this.

List A – your photographic identity

- Current signed passport
- State identity card
- Current driving licence

List B – confirmation of your current address. The document must be dated within the last 6 months.

- Current electricity, gas, landline telephone or water/sewerage bill
- Current driving licence (if not used to meet the requirements in List A above)(do not use if address not shown on card)
- State identity card (if not used to meet the requirements in List A above)
- Bank or credit card statement containing your address
- Most recent mortgage statement from a recognised lender
- Current house or motor insurance certificate

If you are having difficulties with identification, please get in touch with us as soon as possible; it may be that you have another document we can accept.

NOTES ON CERTIFICATION

Please don't send original documents. We will accept photocopies of a document by post or by email.

We're sorry but we cannot accept a document that's been certified by a relative. But a professional friend or colleague may certify your documents. Here is a list of the type of people who can certify your documents:

- Accountant
- Barrister, solicitor, attorney
- Doctor or dentist
- Bank official
- Commissioner of Oaths or Notary Public
- Justice of the Peace or magistrate
- Minister of Religion
- Teacher
- Mayor
- UK official (embassy or consulate staff)

Each page has to be certified in original black ink and the person who is certifying the documents can't be named in the document.

So we can accept the copied documents, please make sure the person who certifies the document:

- **Writes** on each photocopy "I certify this is a true copy"
- **States** their profession
- **Prints** their name, address and telephone number (staff number or authorised signatory number, if appropriate)
- **Signs** and **dates** the copy.

If you're having trouble finding any suitable documents or getting them certified, please call us so we can find a way to help.

Please note, we may contact the person you have chosen to certify your documentation.

Summary of what you need to do

1. Complete the Verification form.
2. Obtain copies of two forms of identification: one from List A and one from List B.
3. Arrange for the completed Verification form and documents to be certified.
4. Either send the Verification form and certified forms of identification to the Pensions Office:
 - 4.1. in the postage paid envelope provided; or
 - 4.2. by email, to pension.info@bspensions.com