

CERTIFYING YOUR PASSPORT PHOTOCOPY AND OTHER DOCUMENTATION

Important information

THE FOLLOWING PEOPLE CAN ACT AS CERTIFIERS:

- Lawyer†
- Chartered Accountant
- Serving Police or Customs Officer
- Notary Public†
- Member of Judiciary
- Senior Civil Servant
- Actuary
- An Embassy, Consulate or High Commissioner of the country of issue of the document†
- Director, Officer or Manager of a regulated financial services business (e.g. Bank Manager) operating in an equivalent jurisdiction to the UK

INSTRUCTIONS FOR THE CERTIFIER OF YOUR PASSPORT PHOTOCOPY AND OTHER DOCUMENTS ARE AS FOLLOWS:

1. **Insert:** 'I have met this individual and confirm this photo is a true likeness of them. I certify that I have seen the original document and confirm this is a complete and accurate copy of the original'.
2. **Insert signature and date.**
3. **Certifier's name must be in BLOCK CAPITALS.**
4. **Must include position or capacity, e.g. lawyer, and contact address.**
5. **The official company/institutional stamp must be clearly impressed. The address and telephone number contact details must be provided.**

PLEASE TICK THE FOLLOWING BOXES TO CHECK YOUR PASSPORT PHOTOCOPY AND OTHER DOCUMENTS HAVE BEEN CERTIFIED CORRECTLY.

Your passport must be signed and your signature must match the signature on the application form. If your signature has changed, please sign with your revised signature on your passport photocopy.

The photograph must be a clear likeness and of good quality.

Your passport must be valid (not out of date).

Your place of birth must be included.

If you have recently changed your surname you must provide us with a certified copy of your marriage certificate.

ONCE YOU HAVE CONFIRMED THAT ALL THE CRITERIA OPPOSITE ARE MET, YOU ARE READY TO SEND US YOUR APPLICATION.

If you have any questions or difficulties in providing your certified passport copy, please get in touch with your local International Mortgage office, details of which can be found on page 3.

Notes:

The following jurisdictions are considered to be the equivalent of the UK in terms of certification of passport photocopies and other documents

Australia	Austria	Bahrain
Barbados	Belgium	Botswana
Brunei Darussalam	Canada	Cape Verde
Chile	Cyprus	Costa Rica
Denmark	Dominica	Estonia
Finland	France	Germany
Hong Kong	Hungary	Iceland
Ireland	Israel	Japan
Korea (South)	Luxembourg	Macau
Malta	Mauritius	Netherlands
New Zealand	Norway	Oman
Portugal	Puerto Rico	Qatar
Saint Lucia	Saint Vincent and the Grenadines	Singapore
Slovenia	Spain	Sweden
Switzerland	Taiwan	United Arab Emirates
United Kingdom	United States	Uruguay

Please see overleaf for an illustration.

Please take this guidance note to the person who will be certifying the photocopy of your passport.
This should be a good quality reproduction.

United Kingdom of Great Britain and Northern Ireland

Code of Issuing

State GBR

Passport No. 12345678

A certified copy of the marriage certificate will be required if you have recently changed your surname

Surname Grey

Place of birth must be included

Given Name Thomas

Nationality British

Date of Birth 3 April 1967

Sex M

Place of Birth Oxford

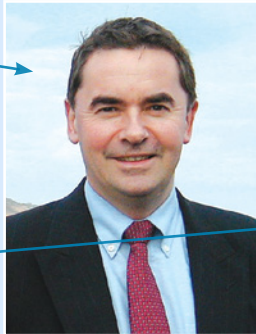
Date of issue 2 Jan 2009

Authority UKPA

Date of expiry 2 Jan 2019

Holder's signature

Copy of photograph must be good quality and a clear likeness



Passport must be valid (not out of date)

Thomas Grey

Passport must be signed

I have met this individual and confirm this photo is a true likeness of them. I certify that I have seen the original document and confirm this is a complete and accurate copy of the original.

Signed John R Smith

JOHN R SMITH 2nd April 2008 Senior Attorney

Smith Jones and Partners

221 Easy Street

New York USA 17444

Tel 001 444 555 5555

Example of required wording and format

**SMITH JONES AND PARTNERS
NEW YORK USA 17444**

Company Stamp

Certifier's Instructions

- Insert: 'I have met this individual and confirm this photo is a true likeness of them. I certify that I have seen the original document and confirm this is a complete and accurate copy of the original'.
- Insert: Signature and date
- Certifier's name must be in BLOCK CAPITALS
- Must include position or capacity and contact address
- Official stamp must be clearly impressed