

AMES KENT

Guide to client identification checks



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Here at Ames Kent Solicitors we are obliged by legislation to check the identity of our clients (new and returning) and indeed it is a criminal offence for us not to do so. It is a condition of accepting instructions that clients provide us with evidence to verify their identity and the source of their funds.

In regard to identification we have to follow the Money Laundering Regulations which state that we must have evidence of your identity – photographic ID as proof that you are who you say you are and address ID to confirm your place of residence.

Who needs to provide ID?

- All new and returning clients of the firm whose ID.
- Executors and trustees in cases where we are acting in the estate.
- Beneficiaries – in estate and trust transactions we will need beneficiaries to provide ID before we can distribute money. Beneficiaries can have their ID certified by another solicitor; they do not need to attend the office.
- Attorneys and Donor – if you are acting on someones behalf as an attorney, we will need your ID. We will also require ID from the donor and this can be done with a home visit if necessary.

What ID is needed?

To confirm their identity, we ask clients to visit our office in order for us to copy and certify their ID. We would need one original form of evidence from each of the two groups below:

Proof of identity

- Valid full passport
- Valid UK photo-card driving licence
- Residence Permit issued by the Home Office
- Current EEA member state identity card
- Birth certificate
- Inland Revenue Tax Notification
- Benefit book or original letter from the Department for Works and Pensions

Proof of address:

Each statement or bill must be no more than 3 months old.

- Valid bank card with an original account statement
- Utility bill (does not include a mobile phone bill)
- Current old paper driving licence without photograph
- Mortgage statement
- Local authority council tax bill (for the current year)

- Current firearm and shotgun certificate
- Valid UK photo-card driving licence (as long as not used for your identity verification)
- Benefit book or original letter from the DWP (as long as not used for your identity verification)
- Valid full passport (as long as not used for your identity verification)

What if you do not have ID as above?

There are other forms of ID we can accept but have not listed here. If you cannot provide all the ID documents we have listed then please speak to the fee earner acting in your matter and we can provide alternative options.

What ID will you not accept?

We cannot accept house deeds, credit/debit card without the corresponding bank statement, online utility bills, or online internet bank statements or mobile phone statements as ID.

Must clients come to the office for face to face verification?

We do require that clients attend office to have their ID verified so we can confirm that the ID matches the person and take certified copies for the file. It is a good opportunity to meet you in person as well at the outset of working with you.

However, if the fee earner acting in your matter has agreed you do not need to attend the office (or you are a beneficiary in an estate matter) then you can take your original documents to any solicitor who should be able to verify your identity and make a copy of the original document, certifying that they have seen the original. They must also confirm that the picture on your ID is a true likeness to the person (you). The person certifying your ID will likely make a charge for this service.

Online AML and ID checks

We may also, depending on your circumstances and transaction type, decide to do online ID and AML checks. The company who carry out the checks will make a nominal charge for this service which we will pass onto you.