

Barclays Basic Current Account

Your guide to the documents you need to send to us.

Who is this guide for?

This guide is for Non-UK EU residents who would like to open a Barclays Basic Current Account in the UK.

What do I need to do?

We want to make it as simple as possible for you to complete your Barclays Basic Current Account application.

This guide sets out information about how to:

- Find and certify your identity document; and
- Find and certify your proof of address.

Once these documents have been certified, you will need to complete the checklist and signature page at the back of this guide and send both the checklist and signature page and the certified documents to our Services Team. You can find the address to send these to at the back of this guide. We can't open your Barclays Basic Current Account without them.

Why do I need to send you certified copies of my documents?

Barclays are required to obtain proof of your identity and residential address in order to process your application for a Barclays Basic Current Account. You need to provide this information to accompany your online application.

Joint Accounts

If you are applying for a joint account, all applicants will need to complete an online application, certify their identity document and proof of address document and send to us with the completed checklist and signature page at the back of this document.

You can send your documents together, but please ensure you quote the other joint account applicant(s) online application number(s) in the space provided on the checklist and signature page so we can link your applications to the account.

Find your Identity Document (ID)

Please send a certified copy of one of the Identity Documents in this section.

We will not accept any form of Identity Document that has not been certified.

Accepted forms of Identity Documents

1. A certified copy of your passport which must be current, valid and with a Machine Readable Zone ("MRZ")*.

We need to see your photograph, personal details and signature. This information may be on one page or across several. Please use the certification template which can be found in the appendix to this guide as the background and don't forget to get every photocopied page certified.

If your passport is in a different name, you will need to send us some further information this may include a certified copy of your marriage certificate, civil partnership registration, decree absolute with birth certificate, gender recognition certificate or Deed Poll document (as appropriate) evidencing your change of name.

Temporary or Emergency passports are **not** acceptable

OR

2. A certified copy of your national identity card which must be current, valid and with an MRZ*.

Only identity cards that include your photograph will be accepted. Please copy the front and back of your identity card using the certification template which can be found in the appendix to this guide as the background and don't forget to get every photocopied page certified.

If your identity card is in a different name, you will need to send us some further information this may include a certified copy of your marriage certificate, civil partnership registration, decree absolute with birth certificate, gender recognition certificate or Deed Poll document (as appropriate) evidencing your change of name.

Unfortunately we are not able to accept national identity cards from Romania and Greece. We are also unable to accept the paper format identity cards from Italy.

OR

3. A certified copy of your Full National Driving Licence (current and valid)

Only driving licences that include your photograph will be accepted. Please copy the front and back of your full national driving licence using the certification template which can be found in the appendix to this guide as the background and don't forget to get every photocopied page certified.

If your driving licence is in a different name, you will need to send us some further information this may include a certified copy of your marriage certificate, civil partnership registration, decree absolute with birth certificate, gender recognition certificate or Deed Poll document (as appropriate) evidencing your change of name.

Unfortunately we are not able to accept an International Driving Licence or International Driving Permit.

Note: If you send an original document in error, there may be a charge for returning it to you.

If you are an asylum seeker, you must provide evidence of valid asylum seeker status.

Please provide a copy of one of the three following travel documents:

- Convention Travel Document (this is issued to refugees)
- Stateless Persons Document (this is issued to Stateless persons)
- Certificate of Travel (this is issued if a person has been refused a passport by their own country).

*** A Machine Readable Zone (MRZ) is made up of a series of alpha, numeric and the chevron (<) characters over either two or three lines and is present on the majority of passports and national identity cards. Unfortunately passports and national identity cards that do not have an MRZ are not acceptable.**

Certifying your Identity Document

It's important to remember to have your proof of identity 'certified.' This means getting each document verified and signed by someone from the list below. They'll confirm that the photograph of you is a reasonable likeness and that the copy of your document matches the original document. We must be able to read your information and see your face clearly.

Who can certify my Identity Document?

The person certifying your Identity Document should be someone from the following list:

- A Barclays employee who endorses the documents with an official stamp;
- An officer, of a credit or financial institution who endorses the documents with an official stamp;
- A lawyer, barrister, commissioner for oath, notary or state registered body who is a member of a recognised professional body; or
- An employee of a consulate/embassy.

Note: You may be charged by the certifier for this service.

How do I certify my Identity Document?

1. Find your identity document from the list above. Make sure it's valid and in-date.
2. Place it in the space provided on the certification template (which can be found in the Appendix to this guide) and photocopy or scan the Identity Document. If you don't have access to a photocopier or scanner, you could ask your certifier to do this for you (you may be charged for this service).
3. Ensure the copy you make is clear enough to read.
4. Take your original Identity Document and the copy to one of the people listed under the section "Who can certify my identity Document?" so they can certify your document.
5. Your certifier should confirm that the photograph of you is a reasonable likeness and that the copy matches the original document.
6. Find and sign your section of the copy. The certifier should be with you to witness your signature.
7. Your certifier should fill in their details, then sign and date their section on the form.
8. Please ensure you enter your online Application Number in the box provided so we can find your application details in the future.
9. If you are applying for a joint account, please enter the other joint account holder(s) online Application Number(s) in the box provided on the checklist and signature page so we can link your applications to the account.

If you have any questions about the application process, please call +44 247 684 2099

Example of certification

[illegible]

If you have any questions about the application process, please call +44 247 684 2099

Find your proof of address

Before we can process your Barclays Basic Current Account application, we need to see proof of your residential address. Please send a certified copy of one of the Proof of Address Documents in this section.

We will not accept any form of proof of address that has not been certified.

Note: Printouts or photocopies from online sources will not be accepted.

The certified copy you choose to send should show your name and match the residential address you provided on your original online application. It should also show financial transactions.

Note: If you send an original document in error, there may be a charge for returning it to you.

Accepted Proof of Address Documents to prove your residential address

Please send one of the following.

1. A statement from a major bank or building society dated in the last three months which contains details of sorting code and account number

OR

2. A VISA, Mastercard, American Express or Diners Card statement, dated in the last three months

OR

3. A utility bill dated in the last three months. We accept certified copies of gas, electricity, water and landline telephone bills. We do not accept mobile telephone bills

OR

4. A mortgage or home loan statement, dated in the last twelve months.

Certifying your Proof of Address document

1. Find a suitable document to prove your current residential address from the list under the section "Accepted Proof of Address Documents to prove your residential address".
2. Take your original document to one of the certifiers listed on page 2.
3. They should make a copy (which must be clear enough to read) and write the following words in English on the front:

"I certify this is a true copy of the original <state name of document for example "gas bill">."

4. Your certifier should then sign and date the photocopy, adding their name and contact details.

Note: You may be charged by the certifier for this service.

Checklist and Signature

Thank you for taking the time to certify your documents. Now all we need you to do is enter your Application Number(s) in the space below, sign and date this page and **send this page with your certified documents to the address below**. We will contact you via the email address you provided in your online application if we have any questions.

Check you have everything

- ✓ A certified copy of your Identity Document
- ✓ A certified copy of your proof of residential address
- ✓ A signed copy of this page in the box below

Please sign and date the below so we have a sample of your signature.

Applicant 1

Application Number

Print Name

Signature

Date - -

Applicant 2

Application Number

Print Name

Signature

Date - -

Applicant 3

Application Number

Print Name

Signature

Date - -

Applicant 4

Application Number

Print Name

Signature

Date - -

Send your documents

When you are confident you have included everything, please send your documents to:

**Account Opening Team,
Swift House, 1st Floor, West Wing,
Barclays Bank UK PLC,
PO Box 120,
Westwood Business Park,
Coventry,
CV4 8JN
United Kingdom**

Note: We recommend you send your documents via recorded delivery/courier so your documents reach us safely.

If you have any questions about the application process, please call +44 247 684 2099

Appendix: Identity document certification template.

Certify your Identity Document using this page

PLACE YOUR IDENTITY DOCUMENT IN
THIS SPACE AND MAKE A COPY

Customer

Customer's signature (to be witnessed by the certifier)

Application Number

This is from your online application

Certifier

Certifier's position/job title

Certifier's company name and address

Certifier's work email

Certifier's work phone number

Certifier's official registration number and stamp (if applicable)

Declaration (to be completed by your certifier)

Having seen the individual and original identification document at the same time, I certify this is a true copy and the photograph is a true likeness. I also certify that, where a signature is provided, I have witnessed the individual's signature.

Certifier's signature

Certifier's full name

Date

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