

## VALID ITEMS OF IDENTIFICATION

One document from each list is required

### (A) Verification of Name

- Current signed full UK Passport
- Resident Permit issued to EU Nationals by Home Office
- Driving licence (with photocard)
- Fire Arm Certificate
- HM Forces Identity Card
- Current student card
- Disabled Drivers Blue Badge
- Photo Bus Pass/ Freedom Travel Pass
- Employment identification card

### (B) Verification of Address

- Bank, Building Society or Credit Union Statement or Passbook (less than 3 months old)
- Solicitors letter confirming completion of house purchase or land registration
- Current UK/EU Driving License
- State pension or Benefits book/notification letter
- Recent letter/coding notice from HMRC
- Water, Gas, Electricity or Telephone (not mobile) Bill (less than 3 months old)
- Bank/Building Society Mortgage Statement (less than 3 months old)
- Local Council rent card or tenancy agreement
- Current year Council Tax bill
- TV licence
- Valid insurance certificate
- Pay slip
- P45/P60 statement
- Student hall of residence agreement or other proof of accommodation

Our mailbox services are regulated by Her Majesty's Revenue & Customs, under the Government's 2007 Directive on the prevention of use of the financial system for the purposes of money laundering and terrorist financing. This requires companies that offer mailbox rental to carry out thorough security and identity checks on all customers.

Please note that we cannot release mail to you without receiving sight of original ID, or suitably certified copies for all persons for whom mail is to be received, held or forwarded. This must be sent or taken in person to the The Workstation at Arquen House.

A list of acceptable ID is available below. Please note you must not use our address as your registered office address for any purpose until you have provided us with the correct items of ID and no mail will be released to you until we have received and approved your ID.

Your right to cancel - you may cancel your order and receive a full refund provided we receive your request in writing to info@theworkstation.co.uk within 24 hours. Any cancellation made after this point will incur a cancellation charge of £25 including VAT to cover administration costs.