

## Passport/identity card certification – confirming your identity

Use this form to submit a certified copy of your passport or identity card.

Please place your passport or identity card in the space below, and photocopy this page. Then, ensure one of the individuals listed overleaf completes and signs the Declaration below **on the photocopied version**, and then send this to us so we have an original signature.

If your document does not fit in the space provided, please photocopy it on a separate page, insert the exact declaration text below onto the copy and have the copy certified by one of the authorised individuals listed overleaf.

**Place Passport or Identity Card picture down, then place this form over the top below and copy**

### Declaration - To be completed by one of the authorised people listed overleaf

Having seen the individual and identification document at the same time, I certify this is a true copy and the photograph is a reasonable likeness.

Signature of Authorised Person

Official Stamp/Seal (if applicable)

Full Name

Position

Company

Staff ID

Date

Email address

Telephone number

# Certification

Please note that all documents must be certified copies.

Certified copies are duplicates of documents which a person of professional standing has stated to be genuine copies of the original documents. People who can certify documents are:

- Employees of Barclays Group or Barclays Wealth, including Barclays Bank counter staff
- Post Office certification service
- A government department, member of staff or official
- A director, manager or bank counter staff of a bank or an authorised credit or financial institution
- A director, company secretary or manager of an Approved Fiduciary Services Provider
- An Embassy, consulate or high commission officer in the country of issue
- A qualified lawyer or attorney, registered with the relevant national professional body
- A qualified accountant, registered with the relevant national professional body
- A notary public, a member of the judiciary, a senior civil servant or a serving police officer.

Please note that individuals within the above categories in most countries are acceptable but exceptions may apply.

## **Powers of Attorney, Enduring Powers of Attorney and Court of Protection Forms**

We can accept certified copies of enduring powers of attorney or Court of Protection documents, provided they are certified by a lawyer, notary, court official or part of Barclays Group. Each page must be certified.

If you are completing a Barclays Power of Attorney form, we will only accept the original.