



Additional information

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**Section 2: Proof of identity**

You must provide two proofs of identity, one from each of the lists below, to verify your identity and to protect against fraud. Photocopies are acceptable, but we reserve the right to request original documentation.

| <b>List 1</b>   | Tick |
|---|------|
| This document must show your date of birth  |      |
| Current UK/EEA passport   |      |
| UK photocard driving licence (full or provisional)  |      |
| Firearms licence/shotgun certificate  |      |
| National Identity Card (non-UK nationals)   |      |
| Identity Card issued by the Electoral office for Northern Ireland                         |      |
| Current non-UK/EEA passport with a valid endorsement evidencing leave to reside in the UK |      |
| UK Birth Certificate  |      |
| UK Residence Card   |      |

| <b>List 2</b>   | Tick |
|---|------|
| * These documents must be less than 3 months old, and must confirm your current address   |      |
| Full UK paper driving licence (pre-photocard version)                                     |      |
| State Benefits Entitlement document *   |      |
| State Pension Entitlement document *  |      |
| DWP Universal Credit Entitlement document *   |      |
| Local Authority Benefit document *  |      |
| State/Local Authority Educational Grant document  |      |
| HMRC Tax Notification document  |      |
| Disabled Drivers Pass   |      |
| Financial statement issued by bank, building society or credit card company *             |      |
| Judiciary document such as Notice of Hearing, Summons or Court Order *                    |      |
| Utility bill for the supply of gas, electric, water or telephone landline *               |      |
| Most recent mortgage statement  |      |
| Most recent Council Tax bill/demand or statement  |      |
| Current council rent card   |      |
| Current council tenancy agreement   |      |
| Building Society Passbook which shows a transaction in the last 3 months and your address |      |

How information about you will be used

The personal information you have provided to us for your Subject Access Request, will be used solely for the purpose of processing your request and will be securely destroyed 50 days after our response to assist in any subsequent queries you may have.

We reserve the right to charge a reasonable fee, or refuse to act on the request, where we consider requests to be manifestly unfounded, excessive or repetitive.

By signing this document, you confirm that:

- You have read and accurately completed all sections of this form
- You have enclosed all necessary documentation
- You are the named person on this form
- You agree processing of your personal data
- You accept our email statement set out on page 1 (if chosen)

Signature .....

Date .....

Please send completed form and ID to: [info@nhunter.co.uk](mailto:info@nhunter.co.uk)