

## ID Verification

### IMPORTANT INFORMATION – PLEASE READ CAREFULLY

We are legally required to obtain proof of identity from all our clients **before** we commence work on their behalf.

#### Quick and Easy – Electronic ID

**You can complete an online identity check using Credas. This is the quickest way to provide us with your ID and will help speed up your transaction.**

Simply download the Credas App to your mobile and/or tablet device and use the unique reference code provided via email.

**From the comfort of your own home** you can then upload a picture taken on your camera, an image of your passport or driving licence and provide your date of birth and current address.

If you requested to use Credas when receiving your fee estimate, you should receive an email confirming details of how to use this. If you didn't, or you have changed your mind about wanting to use this service, please contact us.

*Credas will carry out checks on your address and date of birth including using consumer credit account information (this is a soft check which does not affect your credit score), electoral roll information and facial recognition technology.*

*Credas checks cost £3.30 plus VAT per individual, which will be added to your final Wolferstans LLP bill.*

**If you do not wish to use Credas**, to avoid any delays, please provide **original** forms of your identification as soon as possible.

#### Providing original documents – What we need from you

Current original passport or photocard driving licence. **You will need to present these in person.** We are unable to accept photocopies.

**OR**

An official identity card or document with photograph together with your birth certificate, together with a marriage certificate to evidence change of name (if appropriate). (We cannot accept employment identification passes or bus passes)

**AND**

Any statement or invoice/demand from a Bank, Building Society, Local Authority, Government Department, or Utility Company (but not mobile phone bills) which link your name to your address. **This must be dated within the last three months.**

#### If you are unable to provide the documents above

**Please contact us as we may be able to advise you of alternative means of identification that will be acceptable.**