COVENTRY Building Society

Update of signature

We comply with data protection regulation and as a Data Controller, we will only collect, store and process personal information required to open and operate your account. If you're not already a customer, we'll use the information you give us to create a record and will share it with third parties, in particular credit reference and fraud prevention agencies for identity checking purposes, and to prevent fraud and money laundering. Please note that if fraud is detected, certain services or finance may be refused For more information, please ask us for a copy of our Privacy Notice or review it online at **www.coventrybuildingsociety.co.uk/privacy**

Full name	
Address	
Please quote one of your account numbers	
Signature of account holder	

You'll need to provide one item of identification from the ID Checklist below.

ID checklist

To confirm who you are	Branch	Post
Passport (UK or foreign) – current, valid and full	Original	Certified copy
Valid (UK) photocard driving licence (full or provisional)	Original	Certified copy
Full old style paper driving licence (UK) – current, signed	Original	Certified copy
DWP pension entitlement letter – valid for the current year	Original	Original
Birth certificate/adoption certificate (under 18s only)	Original	Certified copy
NHS medical card/document, showing holder's name, DOB, NHS number (under 18s only)	Original	Original

Continued on the next page

Certifying documents

We're happy to accept certified copies if you'd prefer not to send your original documents through the post.

Copies of your original documents should have been certified **within the last 12 months** using the following words – **'I confirm that I have seen the original document'**.

The certifier must sign their name and include the following details – full name, profession, professional body, business address (where applicable), phone number and date.

The person certifying should be in **current employment**, but we will also accept certification from a person who has retired (unless the list below specifically indicates that the person should still be serving), provided they still hold the qualification and are a member of the relevant institute. The person certifying **must not be related to you** in any way (e.g. spouse, partner, sibling, parent, child or in-law), and they must not be named as a joint account holder/borrower on your mortgage. You cannot certify your own identification.

Copies of original documents can only be certified by one of the following:

Legal professional (solicitor registered in England and Wales, Northern Ireland or Scotland, barrister registered in England and Wales, Northern Ireland or Scotland or Notary Public registered in any country)

Qualified accountant (registered with either ICAEW, ICAS, CAI, ACCA, AAT, CIPFA or CIMA)

Public sector official (serving officer of the Armed Services, serving police officer, teacher in current employment)

Medical professional (doctor registered with the General Medical Council, dentist registered with the relevant national professional body, qualified nurse registered to NMC)

Post Office official (must include Post Office stamp or Post Office certificate)

Embassy official (an embassy, consulate or high commission officer in the country of issue of the relevant document)

Other (local government councillor, Member of Parliament, bank manager, building society manager or minister of religion).

Branch use only

Group A ID taken						
Signature and ID checked by:	Cashier number and initials		Branch number		Date	dd / mm / yyyy