

Certifying your passport photocopy and other documentation

The following people can act as 'certifiers':

- Lawyer+
- Chartered Accountant
- Serving Police or Customs Officer
- Notary Public+
- Member of Judiciary
- Senior Civil Servant
- Actuary
- An Embassy, Consulate or High Commissioner of the country of issue of the document +
- Director, Officer or Manager of a regulated financial services business (e.g. Bank Manager) operating in an equivalent jurisdiction to the UK*

+ for loans issued by our Singapore office, only these certifiers are acceptable.

For applicants resident in or nationals of, certain jurisdictions, the above requirements may differ. Please check with your loan officers for details.

Instructions for the certifier of your passport photocopy and other documents are as follows:

1. Insert: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.
2. Insert signature and date.
3. Certifier's name must be in BLOCK CAPITALS.
4. Must include position or capacity, e.g. lawyer, and contact address.
5. The official company/institutional stamp must be clearly impressed. The address and telephone number contact details must be provided.

Please tick the following boxes to check your passport photocopy and other documents have been certified correctly.

- Your passport must be signed and your signature must match the signature on the application form. If your signature has changed, please sign with your revised signature on your passport photocopy.
- The photograph must be a clear likeness and of good quality.
- Your passport must be valid (not out of date)
- Your place of birth must be included
- If you have recently changed your surname you must provide us with a certified copy of your marriage certificate.

Once you have confirmed that all the above criteria are met, you are ready to send us your application.

If you have any questions or difficulties in providing your certified passport copy, please contact us and we will be pleased to help.

*Notes:

The following jurisdictions are considered to be the equivalent of the UK in terms of certification of passport photocopies and other documents:

Australia	France	Iceland	Luxembourg	South Africa
Austria	Germany	Ireland	Netherlands	Spain
Belgium	Gibraltar	Isle of Man	New Zealand	Sweden
Canada	Greece	Italy	Norway	Switzerland
Denmark	Guernsey	Japan	Portugal	United States
Finland	Hong Kong	Jersey	Singapore	

Please see overleaf for an illustration.

Please take this guidance note to the person who will be certifying the photocopy of your passport. This should be a good quality black and white reproduction.

United Kingdom of Great Britain and Northern Ireland	
Code of Issuing State: GBR	Passport No. 12345678
<div data-bbox="235 315 568 451" style="border: 1px solid green; padding: 5px;"> A certified copy of the marriage certificate will be required if you have recently changed your surname </div>	Surname: Grey Given Name: Thomas Nationality: British Date of Birth: 3 April 1967 Sex: M Place of Birth: Oxford Date of issue: 2 Jan 2002 Authority: UKPA Date of expiry: 2 Jan 2012
<div data-bbox="235 535 487 651" style="border: 1px solid green; padding: 5px;"> Copy of photograph must be good quality and a clear likeness </div>	<div data-bbox="1161 346 1372 430" style="border: 1px solid green; padding: 5px;"> Place of birth must be included </div>
<div data-bbox="235 693 438 808" style="border: 1px solid green; padding: 5px;"> Passport must be valid (not out of date) </div>	
	Holder's signature 

Example of Required wording and format

Passport must be signed

I have seen the original document and I certify that this is a complete and accurate copy of the original.
 Signed John R Smith

JOHN R SMITH 1st April 2003 Senior Attorney
 Smith Jones and Partners
 221 Easy Street
 New York USA 17444
 Tel 001 444 555 5555

Smith Jones and Partners
 New York
 USA 17444

Company Stamp

- Certifiers' Instructions**
- Insert: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'
 - Insert: Signature and date
 - Certifier's name must be in **BLOCK CAPITALS**
 - Must include position or capacity, e.g. lawyer, and contact address
 - Official stamp must be clearly impressed