



Certifying your passport photocopy and other documentation

The following people can act as ‘certifiers’:

- Lawyer, Notary Public or Actuary who is a member of a recognised professional body
- Accountant or Tax Adviser who is a member of a recognised professional body
- Serving Police or Customs Officer
- Member of Judiciary
- Senior Civil Servant
- An Embassy, Consulate or High Commissioner of the country of issue of the documentary evidence of identity
- Director, Officer or Manager of a regulated financial services business (e.g. Bank Manager) operating in an equivalent jurisdiction to the UK*

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

1. Insert: ‘I have seen the original document, I have met the individual and I certify that this is a complete and accurate copy of the original.’
2. Sign and date the certification.
3. Print their name clearly in CAPITALS.
4. State their position or capacity, e.g. lawyer.
5. State their contact address.
6. Clearly impress their company/institutional stamp. 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- Your passport must be valid (not out of date)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.

Our new account enquiry helplines are open from 9am to 5pm (UK time) Monday to Friday on +44 (0)1624 638000 or email us at newaccs@lloydstsb-offshore.com.

***Notes:**


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

Australia	France	Ireland	Malta	Singapore
Austria	Germany	Isle of Man	Netherlands (excluding Antilles and Aruba)	South Africa
Belgium	Greece	Italy	New Zealand	Spain
Canada	Guernsey	Japan	Norway	Sweden
Cayman Islands	Hong Kong	Jersey	Portugal	Switzerland
Denmark	Iceland	Luxembourg		United Kingdom
Finland				

These jurisdictions were correct at the time of going to print.

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
<p>A certified copy of the marriage certificate will be required if you have recently changed your surname</p>	<p>Surname Grey</p> <p>Given Name Thomas</p> <p>Nationality British</p> <p>Date of Birth 3 April 1967</p> <p>Sex M Place of Birth Oxford</p> <p>Date of issue 2 Jan 2002 Authority UKPA</p> <p>Date of expiry 2 Jan 2012 Holder's signature</p>
<p>Copy of photograph must be good quality and a clear likeness</p> 	<p>Place of birth must be included</p> <p>Thomas Grey</p>
<p>Passport must be valid (not out of date)</p>	

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 2nd April 2008 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, I have met the individual 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

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