

Proof of ID & certification

Acceptable forms of ID for executors and administrators of a will

To deal with the mortgage of the person who passed away, we'll need proof of identification (ID) for each executor or administrator mentioned in their will. The executor(s) or administrator(s), is responsible for carrying out the wishes of the deceased.

List A – proof of identity

Full UK/EU Passport – no more than 10 years old

Paper style UK driving licence – no more than 51 years old

Full or provisional photocard driving licence – no more than 10 years old

Disabled persons card with photo & reference – no more than 10 years old

Pension, allowance or benefit book – must show full name, be valid and in date

Shotgun or firearm certificate – must be valid and in date

Tax coding notice – no more than 13 months old

Northern Ireland electorate identity card – no more than 10 years old

List B – proof of current address

i.e. where the executor or administrator lives now

Utility bill from an electricity, gas, water or landline phone company – no more than 3 months old. We can't accept mobile phone bills

Council tax bill – no more than 13 months old

Solicitor letter confirming the purchase of the property lived in – no more than 3 months old

Credit card/bank statement – no more than 3 months old

Mortgage statement – no more than 13 months old

Where there's no valid will made by the person who passed away or no executor or administrator, we'll accept certified copies of the grant of probate or letter of administration instead.

Certifying documents

We'll accept black and white copies of all documents as long as the person certifying:

- ▶ Certifies each document correctly – see list C
- ▶ Isn't certifying their own or a close relative's documentation
- ▶ Works for one of the professions in list D and are covered by money laundering regulations or a government department.

There may be a charge for this.

All certified documents must be posted to us at **Bank of Ireland, PO Box 3191, Bristol, BS1 9HY**

Please write the mortgage account number on each document so we can review as quickly as possible.

List C – how to certify correctly

Ensure one of the following is stated:

- ▶ I certify this is a true copy of the original document
- ▶ True certified copy of the original document
- ▶ Certified copy of original, original document seen

It must also include:

- ▶ Full name
- ▶ Their signature
- ▶ Contact phone number
- ▶ The date the document is certified
- ▶ Their business stamp if they have one, if not the Company name and address

List D – accepted professionals

Accountant

Attorney

Bank or building society official

Barrister

Commissioner of Oaths

Embassy, Consulate or High Commission of the country of issue
Financial Conduct Authority registered broker or financial adviser

Justice of the Peace

Police officer

Solicitor or licensed conveyancer

This document can be made available in Braille, large print or audio up on request.

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Full list of directors available on the website at bankofireland.com

To find out if your mortgage is with Bank of Ireland Mortgages or Bank of Ireland UK, or if you have any queries relating to our UK mortgage products or services, please contact our UK administration centre at:- Bank of Ireland, PO Box 3191, 1 Temple Quay, Bristol, BS1 9HY. Telephone: (0117) 979 2222. Fax: (0117) 929 3787.