

Acceptable forms of ID and current address for executors and administrators.

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

The same document can't be used for proof of ID and address. They must be valid and in date, showing first and last names.

List A - proof of ID

We need photo ID unless there's good reason why it can't be provided:

- ▶ Passport – any country, not more than ten years old
- ▶ Provisional UK or full UK/EU/USA/Canada/Australia photocard driving licence – not more than ten years old, or three years if Irish
- ▶ Northern Ireland Electoral Identity Card – not more than ten years old
- ▶ UK biometric residency permit (eVisa)
- ▶ Firearm or shotgun certificate.

Where photo ID isn't available, we may also accept:

- ▶ Full UK paper driving licence – not more than 51 years old
- ▶ Letter from DWP, such as benefits allowance – not more than 12 months old
- ▶ Letter from HMRC such as Tax Coding Notice – not P45/P60, not more than 12 months old
- ▶ Home Office immigration status document with proof of right to reside or application registration card.

List B - proof of current address

Where the executor or administrator lives now

These must all be dated within the last six months:

- ▶ Household utility bill from a gas, electric, water, landline phone or broadband company. We don't accept mobile phone or dongle contract bills
- ▶ Letter from HMRC such as Tax Coding Notice. We don't accept P45, P60 or a National Insurance letter
- ▶ A statement from a regulated financial service provider such as a bank, building society, credit card or credit union statement. We don't accept Monzo statements
- ▶ Correspondence from DWP or Department of Social Welfare relating to benefits, pension or welfare claim
- ▶ 3rd level student UCAS letter confirming course acceptance and statement of application
- ▶ Government letter relating to grants or entitlements.

These must all be dated within the last 12 months:

- ▶ Property tax document
- ▶ UK local authority letter for council tax, rates or from the Housing Executive
- ▶ Motor tax document
- ▶ Letter from a health, home or car insurance provider
- ▶ Provisional or full UK/EU/USA/Canada/Australia photocard driving licence, if not used for ID.

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

Certifying documents

Copies must be clear and legible, black and white or coloured copies. The person certifying must:

- ▶ Work for one of the professions in list C. They must be covered by anti-money laundering regulations or a government department
- ▶ Certify each document correctly - see list D
- ▶ Not certify their own or a family member's documents.

They may charge you a fee for this.

Post the proof of ID and address to: **Bank of Ireland, PO Box 3191, Bristol, BS1 9HY.**

Write your mortgage account number on each document or use post-it notes, so we can review them as quickly as we can.

List C - 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 advisor
- ▶ Justice of the Peace
- ▶ Police officer
- ▶ Solicitor or licensed conveyancer

List D - how to certify correctly

On each document, the person certifying must include their:

- ▶ Full name
- ▶ Signature
- ▶ Phone number
- ▶ Date the document was certified
- ▶ Business stamp, or company name and address.

Along with one of the following statements:

- ▶ 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.

Need documents in large print, Braille, audio, screen reader format, or on coloured paper? Just let us know.

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Website: bankofirelanduk.com/mortgages/existing-customer/

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

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