

## Post Office® Identity Document Checking Service

The Post Office® identity document checking service is for customers that need to have photocopies of identity documents certified as being a true likeness of the original. For a fee of **£8.75\*** we will check up to a maximum of three original documents against the photocopies and certify each photocopy as a true likeness of the original document.

Customers are advised to ensure that this service will be acceptable to the intended recipient.

\* **Fee subject to change** and cheques not acceptable as a method of payment.

### What you need to do

Bring into the Post Office® your original identity documents and a clear and legible photocopy of each of the original documents you would like to have certified. The Post Office will only verify that the copy is an exact match of the original document produced at the time of certification. Then simply complete the details on the form **below** and pay the **£8.75\*** fee. **Please note that a maximum of only 3 photocopies in total can be endorsed.**

Name: _____
Address: _____ _____
Postcode: _____
<input type="checkbox"/> Passport <input type="checkbox"/> Driving Licence <input type="checkbox"/> Utility Bill** <input type="checkbox"/> Bank Statement** <input type="checkbox"/> Other*** (please specify)
<small>** Usually dated within the last 3 months. *** Due to crown copyright regulations Birth, Marriage &amp; Death certificates are excluded</small>

See [www.postoffice.co.uk/branchfinder](http://www.postoffice.co.uk/branchfinder) and select Document Certification Service to find your nearest checking service branch.

### What we will do

We shall check your original identity document against the photocopies you want to have certified to satisfy ourselves that the details on the original identity documents match exactly those on the photocopy. Once we have carried out these checks each copy will be endorsed with the words **'this copy is a true likeness of the original'** and will be date stamped and signed. The original copies and photocopies will be handed back along with the completed form and receipt.

<b>Post Office use only</b>			Date stamp
<input type="checkbox"/> Original ID seen	<input type="checkbox"/> Fee Accepted		
<input type="checkbox"/> Photocopy signed and dated	<input type="checkbox"/> Receipt given		
Signed: _____			

# Post Office Documents

**Liyong Dong**



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