



Post Office[®] Identity Document Checking Service

postoffice.co.uk

The Post Office[®] identity document checking service is for customers who need to have photocopies of identity documents certified as being a true likeness of the original. We will check up to 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.

The fee for the service is subject to change, so please ask at a Post Office for the prevailing price. Cheques are not acceptable as a form of payment for this service.

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 fee.

Please note that the fee is payable per individual whose name appears in the document, and covers a maximum of 3 photocopies in total being endorsed.

Name:

Address:

Postcode:

Passport Driving Licence Utility Bill** Bank Statement** Other***(please specify)

** Usually dated within the last 3 months, *** Due to crown copyright regulations Birth, Marriage & Death certificates are excluded

See www.postoffice.co.uk/branchfinder and select Document Certification Service to find your nearest checking service branch.

What we will do

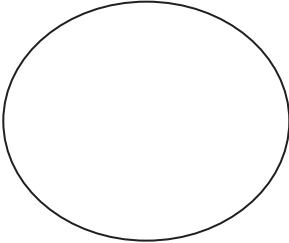
We shall check your original identity document against the photocopies you want to have certified to satisfy ourselves that the details on the original identity documents match exactly those on the photocopy. Once we have carried out these checks each copy will be endorsed with the words 'this copy is 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.

Post Office use only

Original ID seen Fee Accepted

Photocopy signed and dated Receipt given

Signed: _____


Date stamp

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