



postoffice.co.uk

# Post Office<sup>®</sup> Identity Checking Service

The Post office<sup>®</sup> identity 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 £7\* 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.

## What you need to do

Bring into the Post Office<sup>®</sup> your original identity documents and a clear and legible photocopy of each of the original documents you would like to have certified. Then simply complete the details on the form and pay the £7\* fee.

## 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.

Name:

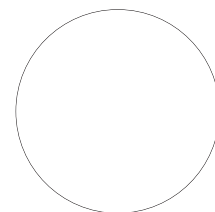
Address:

Postcode:

- Passport    Birth Cert    Driving Licence    Utility Bill\*\*    Marriage Cert    Bank Statement\*\*  
 Other (please specify) \*\* Issued within specified period

### Post office use only

- Original ID seen                       Fee accepted  
 Photocopy signed and dated        Receipt given



Date stamp

Signed:

\* Cheques not acceptable as a method of payment

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