

Acceptable proof documents

You may be asked to send the documents below to us if we have not been able to verify your identity and/or address. To help us verify your account you will be required to send either original or certified copies of proof of identity and proof of residency (referenced in the table below), via post within 7 days of applying for an RCI Bank account, ensuring you include your application reference.

Our address is 'Freepost: RCI Bank' (That's all – no stamp or address details needed).

Any originals will be returned to you as soon as possible. Please note, the same document cannot be used for proof of both Identity and Residency.

We can accept the following documents:

Document type	Important information	Is the document type acceptable proof for?	
		List A - Identity	List B - Address
A copy of your valid (signed) Passport	Must be in date	Yes	No
A copy of your Valid UK photocard Driving Licence (Full or Provisional)	Must be in date	Yes	Yes - if not already used for identity
UK Settled Status / Right to Remain / Right to Reside / Indefinite Leave to Remain	Must be in date	Yes	Yes - if not already used for identity
Original valid Northern Ireland Driving Licence (both parts)	Must be in date	Yes	Yes - if not already used for Identity
Original valid Northern Identity Card for EU Nationals	Must be in date	Yes	No
Identity Card issued by the Electoral Office for Northern Ireland	Must be in date	Yes	No
Original Benefits Agency Notification (Child Benefit, Tax Credit, Pension, Income Support, Incapacity and Disability Benefits)	Must be dated within the last 12 months	No	Yes
Original Pension Statement	Must be dated within the last 12 months	No	Yes
Original HRMC Notification (Coding, Demand, General Correspondence)	Must be dated within the last 12 months or within current financial year	No	Yes
Original UK Bank / Building Society Statement	Must be dated within the last 3 months	No	Yes
Original UK Mortgage statement from a recognised lender	Must be dated within the last 12 months	No	Yes
Original Council Tax bill (valid for the current year)	Must be dated within the last 3 months	No	Yes
Original Utility bill (Gas, Electric, Landline Telephone)	Must be dated within the last 3 months	No	Yes
Water Bill	Must be dated within the last 12 months	No	Yes
Letter from Matron/Manager of a nursing home, long term care unit or residential home for the elderly	Must be dated within the last 3 months	No	Yes



Proof of Ownership for your Nominated Account

If you have been asked to provide a bank statement for your nominated account, it must meet the criteria below.

- Be for a UK current account
- Show your full name (first and last name),
- Show your sort code and account number,
- Be dated within the last 3 months,
- Show account activity during this period,
- Not have a zero balance or be a closed account.

PDFs and copies are acceptable and are preferred.

Please send certified copies (recommended). If sending originals of important documents such as passports, licences and identity documents please use registered post. We will return any originals we receive (except Bank Statements).

A certified document is a copy of the original document that has been endorsed as being a true copy of the original document. The document must be certified by a solicitor or bank and each page must be certified using the wording: 'I certify that this is a true copy of the original.' If a certified document is to be accepted, the person undertaking the certification must be available for contact by RCI Bank either by telephone or in writing. Please ensure that appropriate contact details, address, and phone number are stated on the certified document. Please note we are unable to accept self-certification documents or certification by a relative.

We're here to help, 7 days - if you have any question, please email hello@rcibank.co.uk or call us on **0345 6056 050**.

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