

**WARNING**

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

**Who needs to complete this form?**

- Any person who is not a conveyancer, or who is not a UK bank or building society, who is lodging one of the following applications with Land Registry.
  - Transfers (whether or not for value).
  - Transfers and deeds relating to the appointment or retirement of trustees.
  - Leases (whether or not for value) that are being registered.
  - Charges (mortgages) that are being registered.
  - Discharge of a charge in form DS1.
  - Release of a charge in form DS3.
  - Surrenders of leases.
  - Most voluntary and compulsory applications for first registration where the title deeds have been lost or destroyed.
  - All other applications for compulsory first registration completed on and after 10 November 2008.
- Any person who is a party to one of the above transactions who is not represented by a conveyancer where the application is being lodged by someone who is also not a conveyancer.
- Any person who is a party to one of the above transactions who is not represented by a conveyancer, and although the application is being lodged by a conveyancer, that conveyancer is not able to confirm that they are satisfied that sufficient steps have been taken to verify the person's identity.

Please note that where the application is being lodged by more than one person, or a party to a transaction comprises more than one person, each one must complete a separate form and produce evidence of their identity.

This form can also be used to provide evidence of identity for an attorney in the circumstances described in Land Registry's Practice Guide 67 and Public Guide 20 (see below).

**NOTE 1:** This form does not have to be completed for voluntary first registrations unless the title deeds are lost or have been destroyed, or for charges or leases which are merely being noted.

**NOTE 2:** This form is also not required where the true value of the land to which the transaction relates is not more than £5,000, or if Land Registry has issued a facility letter in respect of an individual's identity.

For exceptions to our requirement for evidence of identity for first registrations where the deeds have been lost or destroyed, please see Practice Guide 2 – *First registration of title where deeds have been lost or destroyed*.

## **Why do I have to complete this form?**

We are asking for this information to guard against registration fraud. It is important that where an applicant, or parties to a transaction are not represented by a conveyancer or where title deeds have been lost or destroyed, that evidence of identity is produced to enable registration to proceed.

## **How do I complete this form?**

You must complete section A. You must then get your identity verified by a conveyancer or by personally attending one of our customer information centres. You will need to take evidence of your identity with you including a recent passport-size photograph in which your face is clearly visible. Please see sections B3 and B4 for the types of evidence which will be needed.

If you are having your identity verified by a conveyancer you will need to take two identical and recent passport-size photographs.

The conveyancer or a Land Registry officer will complete section B of this form. Please note that a conveyancer may charge a fee to verify your identity.

**Both section A and section B of this form lodged in support of an application must be completed, dated and signed no more than three months before the time of lodgement.**

Information about completing this form can be found in:

- Public Guide 20 – *Evidence of identity – non-conveyancers*, if you are not a conveyancer, or
- Practice Guide 67 – *Evidence of identity – conveyancers*, if you are a conveyancer.

Both guides and all our forms are available on our website [www.landregistry.gov.uk](http://www.landregistry.gov.uk) and from any Land Registry office, free of charge.

We strongly advise that you use these guides. In addition to providing information about this form they also explain how you should complete certain panels of the application form(s) you will also have to lodge.

A conveyancer is someone authorised under the Legal Services Act 2007 to provide legal services relating to conveyancing and land registration and includes solicitors and licensed conveyancers.

**Please note that if your application is not in order, including if the wrong forms are used, the application might not be accepted for registration.**

## **What should I do if I want Land Registry to verify my identity?**

If you plan to visit a Land Registry customer information centre, we strongly advise that you telephone first to check that the evidence you intend to produce is sufficient and to make an appointment.

Our customer information centres are open between 8.30am and 6pm on Mondays to Fridays. You must always make an appointment to ensure that the matter is dealt with promptly, giving us at least 24 hours' notice. To make an appointment telephone Customer Support on 0844 892 1111 or complete the form on our website [www.landregistry.gov.uk](http://www.landregistry.gov.uk).

**Please note that we will not verify your identity in advance of you making your application** and if we are unable to confirm your identity your application will be rejected. Please note also, that all individuals for whom verification of identity is required must attend at the same time.

If you can't go to a conveyancer and are not able to attend one of our customer information centres to have your identity verified, you should contact Customer Support to discuss whether alternative arrangements are possible. You can contact Customer Support at [customersupport@landregistry.gsi.gov.uk](mailto:customersupport@landregistry.gsi.gov.uk) or by telephoning 0844 892 1111 from Monday to Friday between 8am and 6pm.

## **Is this form open to public inspection?**

No. This form, and any supporting evidence produced to Land Registry where we are verifying your identity, is automatically exempted under rule 133 of the Land Registration Rules 2003 (as amended) from the public right of inspection

Data Protection: Please note though that Land Registry may share data provided in or in connection with this form for anti-fraud purposes and may carry out checks concerning the information provided.

## Section A

*A separate form must be completed by each individual applicant, estate owner, or person involved in the transaction.*

**1. Name of body corporate or other organisation ("the corporation")**

**2. Registered number, if applicable** *(e.g. for a company, friendly society)*

**3. Registered address**

**4. Name of individual representing the corporation**

**5. Address of individual representing the corporation**

**6. Individual's connection with the corporation**

**7. Work telephone number (this must be a landline and not a mobile number)**

### **Details of dealing with the land**

**8. Type of dealing** *(e.g. transfer, lease, mortgage, etc.,)*

**9. Title number(s)**

**10. Address of property** *(including postcode, if any)*

### **11. Certificate by the individual representing the corporation**

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief. I authorise Land Registry to make such additional searches and checks as may be deemed necessary to establish my identity.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please note that your identity must be verified by a conveyancer or by a Land Registry officer who must complete section B of this form.*

## Section B (for completion by a conveyancer or Land Registry)

Complete all parts of this section.

1.

Place 'X' in the appropriate box.

- I have known the individual representing the corporation for at least two years
- I have **not** known the individual representing the corporation for at least two years

2.

Certificate

I (name of certifier, or Land Registry officer) \_\_\_\_\_

of (name of organisation or Land Registry office certifying identity) \_\_\_\_\_

Status

- solicitor     licensed conveyancer     notary public
- barrister     Land Registry officer

certify that (name of individual acting for the corporation) \_\_\_\_\_  
has produced to me:

**Where the corporation is a UK company:**

- an original company search in respect of the corporation which is dated within the last three months and which confirms that the corporation has not been dissolved; and
- evidence of the individual's authority to represent the corporation.

**Where the UK corporation is some other form of body corporate:**

- evidence that the corporation still exists and of his/her authority to represent the corporation in connection with this application.

**Where the corporation is not a UK company:**

- evidence that the corporation (if a transferor, landlord, borrower or lender) is one and the same as the registered owner or estate owner, and
- evidence of the individual's authority to represent the corporation.

**And in all cases**

The applicant has produced to me the original(s) of the evidence of identity indicated in panel 3 below which I have inspected. I confirm that the photograph attached in panel 4, and which I have signed, is a true likeness of the person who has provided this evidence.

Signature of solicitor, licensed conveyancer, notary public, barrister or Land Registry officer

\_\_\_\_\_

Date \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_

Roll or Licence number (for solicitors and licensed conveyancers): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Land Registry may contact conveyancers to check that a form completed in their name is genuine. You are advised to keep a record of persons for whom you have verified identity and a duplicate of the photograph you have certified.

**For completion by a conveyancer or Land Registry**

**3. Evidence of identity inspected** (enter a cross against the item(s) inspected)

**YOU MUST INSPECT EITHER:**

**One** of the following (**List A**):

- Current valid full passport - State the country of issue and number of the passport:  
\_\_\_\_\_
- Current United Kingdom, EU, Isle of Man, Channel Islands photocard driving licence (not a provisional licence) – State the number of the licence \_\_\_\_\_
- Current identity card issued by the Identity and Passport Service to a non-UK national resident in the UK – State the number of the card \_\_\_\_\_

**OR**

**Two** of the following (**List B**) but no more than one of each type:

- Cheque guarantee card or credit card bearing the Mastercard or Visa logo, an American Express or Diners Club card, or a debit or multi-function card bearing the Maestro or Delta logo which was issued in the United Kingdom and is supported by an original account statement less than three months old\*
- Utility bill less than three months old\*
- Council tax bill for the current year
- Council rent book showing the rent paid for the last three months
- Mortgage statement for the mortgage accounting year just ended\*
- Current firearm or shotgun certificate

\* These must be postal statements; they must not be statements sent electronically.

**For completion by a conveyancer or Land Registry**

**4. Photograph of individual representing the corporation**

**Staple or loosely  
attach the recent  
passport-size  
photograph  
here**

Please sign your name on the back of the photograph and add the date.

Please staple or otherwise loosely attach the photograph to the form. Please do not glue the photograph to the form.