

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 professional 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 legally represented where the application is being lodged by someone who is not a conveyancer.
- Any person who is a party to one of the above transactions who is not legally represented, 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.

NOTE: 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. 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 identity fraud. It is important that where an applicant, or parties to a transaction are not legally represented 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.

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

Information about completing this form can be found in:

- Public Guide 20 – *Evidence of identity – non-conveyancers*, if you are not a professional 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 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 who is a conveyancer and how you should complete certain panels of the application form(s) you will also have to lodge.

Please note that if your application is not in order, including if the wrong forms are used, the application will 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 should always make an appointment to ensure that the matter is dealt with promptly. If you wish to attend between 5pm and 6pm you will always need to make an appointment giving us at least 24 hours' notice.

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 your nearest Land Registry local office to discuss whether alternative arrangements are possible. Details of our local offices are available on our website at www1.landregistry.gov.uk/customerservice/

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 excepted 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 application 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 person for whom evidence of identity is required.

1. Title (e.g. Mr, Mrs, Miss, Dr., etc.,)
2. First name(s)
3. Surname

4. Date of birth
5. Current address
6. How long have you lived at this address?
7. List any other address you have lived at within the last five years
8. Home telephone number
9. Work telephone number (if any)
10. Mobile telephone number (if any)
Details of the application
11. Type of application (e.g. transfer, mortgage, discharge etc)
12. Title number(s) (if known/applicable)
13. Address of property (including postcode, if any)
14. Certificate by the applicant, estate owner, or person involved in the transaction I certify that the information that I have provided in this form is correct to the best of my knowledge and belief. I authorise the Land Registry to make such additional searches and checks as necessary to confirm my identity. Signed _____ Date _____ <i>Please note that your identity must be verified by a professional conveyancer or by a member of Land Registry who must complete section B of this form.</i>

Section B

Complete all parts of this section.

1.

Place 'X' in the appropriate box.

I have known the applicant, estate owner or person involved in the transaction for at least two years

I have **not** known the applicant, estate owner or person involved in the transaction for at least two years

2.

Certificate

I (name of certifier or Land Registry employee) _____

of (name of firm or Land Registry local office certifying identity) _____

Status

solicitor

licensed conveyancer

legal executive

notary public

barrister

registered European lawyer

Land Registry employee

certify that (name of individual whose identity is being verified) _____

has produced to me the original(s) of the evidence of identity indicated in panel 3 below.

I have also completed panel 4.

Signature of solicitor, licensed conveyancer, legal executive, notary public, barrister, registered European lawyer or Land Registry employee

Date _____

3. Evidence of identity inspected

You must inspect either:

One of the following (List A):

Current valid full passport - State the 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

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.

Signature of solicitor, licensed conveyancer, legal executive, notary public, barrister, registered European lawyer or Land Registry employee

Date _____

4. Photograph of applicant, disponsor or estate owner

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

Certify the reverse side of the photograph with the following statement: "I confirm that this photograph is a true likeness of the person who provided the evidence set out in panel 3 above which I have inspected" and add your signature and date.

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