



**NatWest**  
International

## Local Mortgage Application | How to certify a passport

### **When sending a certified copy of a passport, please follow this guidance:**

Please use the Certification Template on page 2 as it contains everything we need.

Please don't send original documents.

Copies must be taken of the page(s) that verify the passport number, signature and photograph, if they are on different pages please certify both pages.

The document copy **MUST** be of good quality so that the applicant can be readily identified.

The certifier **MUST** have met the applicant in person and seen the original documents they are certifying.

The person certifying the documents should be:

- a lawyer, an advocate or notary public who is a member of a professional body, evidence of which can be obtained from a law society or bar association site.
- an accountant who is member of a recognised professional body working for an international company
- a director, manager or officer of a regulated financial services business in a well regulated jurisdiction equivalent to that of Gibraltar, Jersey, Guernsey and Isle of Man or where the head office is based in an equivalent jurisdiction.
- a company secretary who is a member of a recognised professional body i.e. The Chartered Institute for Securities & Investment (CSI) or ICSA Chartered Secretaries
- an officer of an embassy, consulate or high commission (The embassy must be of an equivalent jurisdiction i.e. British embassy in Pakistan)
- an FCA regulated Mortgage Broker

It's important when choosing a certifier you ensure they:

- certify documents in their capacity as an employee of the company, firm or partnership
- are employed by a company/firm/partnership which has a head office based in an equivalent jurisdiction and certification is undertaken in their capacity as an employee of the company/firm/partnership. Equivalent jurisdiction means a country with the same risk rating as Jersey, Guernsey, Isle of Man and the UK. Your mortgage specialist can provide more information on this.
- are employed by an International company, firm or partnership that has a Head Office based in the UK, Europe, US, Switzerland
- have a professional standing which is readily confirmed via a website
- have a good understanding of English

# PLACE IDENTITY DOCUMENT HERE AND PHOTOCOPY ONTO 1 PAGE\*

## Ensure the copy contains

- Name
- Date of birth
- Document identification number
- Expiry date
- Signature
- Photograph

**\*Note - Details may be on more than 1 page of the identity document, please ensure all relevant pages are copied and certified. Where certification is provided on separate paperwork to the copy due diligence, then suitable reference must be recorded on the paperwork to link the two together. For example, on a letter confirming authenticity of an attached copy of a Passport/National Identity Card/Driving Licence, the number of the document must be quoted.**

Required wording will then be on the copy, which needs to be certified by the certifier completing the box below and obtaining the company's/ individual certifier's official stamp.

I CERTIFY THAT THE ABOVE IS A TRUE COPY OF THE ORIGINAL DOCUMENT AND THAT THE PHOTOGRAPH BEARS A TRUE LIKENESS OF THE INDIVIDUAL

Certifier's name

Certifier's position

Certifier's Registration No. and Regulatory Body

Certifier's telephone number

Certifier's e mail address

Certifier's signature

Date \_\_\_\_\_

Affix Company Stamp (including Company address)

Location of Certification

The Royal Bank of Scotland International Limited trading as NatWest International (NatWest International). Registered Office: Royal Bank House, 71 Bath Street, St. Helier, Jersey, JE4 8PJ. Tel. 01534 282850. Regulated by the Jersey Financial Services Commission.

Guernsey business address: Royal Bank Place, 1 Gategny Esplanade, St. Peter Port, Guernsey, GY1 4BQ. Tel. 01481 703860. Regulated by the Guernsey Financial Services Commission and licensed under the Banking Supervision (Bailiwick of Guernsey) Law, 1994, as amended, the Insurance Managers and Insurance Intermediaries (Bailiwick of Guernsey) Law, 2002, and the Protection of Investors (Bailiwick of Guernsey) Law, 1987, as amended.

Isle of Man business address: 2 Athol Street, Douglas, Isle of Man, IM99 1AN. Tel. 01624 637190. Licensed by the Isle of Man Financial Services Authority in respect of Deposit Taking, Investment Business and registered as a General Insurance Intermediary

NatWest International is the registered business name of The Royal Bank of Scotland International Limited under the Business Names Registration Act. Gibraltar business address: NatWest International House, 57 Line Wall Road, Gibraltar. Tel. 200 77737 or 200 73200. Regulated and authorised by the Financial Services Commission, Gibraltar to undertake Banking and Investment Business from 55 and 57 Line Wall Road, Gibraltar.

YOUR HOME OR PROPERTY MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.

Over 18's only. Security required.

Calls may be recorded