

**This is a temporary identity form for use only during the Coronavirus (COVID-19) outbreak. It may be amended or withdrawn at short notice.**

**You should only complete this form if you are not able to have your identity verified by a conveyancer, for example a solicitor. If you are able to have your identity verified by a conveyancer please complete form ID1.**

#### **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.**

**This form can only be used if both you and the person verifying your identity hold a full UK passport and the verifier has known you for at least one year.**

You **do not** need to complete this form if:

- the true value of the land that your application relates to is £6,000 or less
- you deal with HM Land Registry regularly and we've given you a letter confirming your identity (a 'facility letter')
- you're voluntarily registering your property for the first time **and** hold all the original deeds
- you're applying to have a mortgage or lease (usually leases of less than 7 years) noted on the register

You should enclose your completed ID3 form along with your application to:

- register property or land for the first time, when this is compulsory
- add mortgage details (register charges)
- remove mortgage details (register discharges) if the evidence is in paper form
- transfer a property or land to someone else, including a change of trustees
- add or remove lease details (register or surrender a lease).

You can also use this form to provide evidence of your identity if:

- you've changed your name – by deed poll, statutory declaration or statement of truth
- you're acting as an attorney under the circumstances described in [Practice guide 67: evidence of identity - conveyancers](#)

You must also enclose with your application:

- a copy of the personal details page of your passport
- a copy of the personal details page of the passport of the person verifying your identity (Where the verifier verifies the identity of other people in addition to yourself, they must provide each person with a copy of their personal details page. A single copy for all persons is not acceptable.)
- if the verification is done using a video call, a colour screenshot taken during the video call.

Do **not** send us your original passport with your application.

The screenshot must be in colour and show the faces of both people looking straight at the camera and each face must be sufficiently clear to enable a comparison with the photograph on the copy of the personal details page of the passports.

If anyone involved in a transaction, or the person sending the application to HM Land Registry is not represented by a conveyancer, they must also have their identity verified.

#### **What we do with your information**

We're asking for this information to guard against registered title fraud. It's important that where an applicant (or parties to a transaction) is 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.

HM Land Registry complies with the requirements of UK Data Protection legislation. It may retain and share information with:

- other government departments
- law enforcement and regulatory bodies, including specified anti-fraud organisations under section 68 of the Serious Crime Act 2007

This helps us to prevent and detect crime, such as title fraud or other property fraud.

The information in this form and in any supporting evidence won't be available to the public. For more information see rule 133 (inspection and copying) of the Land Registration Rules 2003 on GOV.UK.

## Before you start

In addition to the following guidance you should also refer to [practice guide 67A: temporary changes to HM Land Registry's evidence of identity requirements](#).

This form is in two parts. You must complete part 1 and then ask the person confirming your identity (the 'verifier') to complete part 2.

### Completing part 1

To complete part 1 you'll need:

- your full name
- your date of birth
- details of each address you've lived at for the past 5 years, including dates
- at least one contact telephone number
- details of the applications you're making
- the title number(s) of the property – you can find this information if you search for '[property information](#)' on GOV.UK
- the address of the property that your application relates to

### Completing part 2

Once you've completed part 1, you'll need to have your identity verified – see section 2.1 for a list of acceptable verifiers. They may charge a fee for verifying your identity. The person verifying your identity must hold a current valid UK, Channel Islands or Isle of Man passport. A person who has retired but worked in one of the stated professions before retiring can verify your identity.

#### Verification of your identity

**IMPORTANT WARNING:** Because of the Coronavirus (COVID-19) outbreak HM Land Registry strongly advises that you should, where possible, arrange for your identity to be verified by way of a video call using a facility like Skype, FaceTime or a similar product. If you need to have your identity verified in person please remember to follow the advice on social distancing.

You and the person verifying your identity must not be related in any way and must also not be involved in the same transaction. For example, a person who is selling a property and who is also one of the persons authorised to verify identity cannot verify the identity of the person buying the property.

When you meet with your verifier, you will need:

- your completed ID3 form
- your UK, Channel Islands or Isle of Man passport

Both of you need to sign the form and that cannot be done electronically. If your identity is being verified by way of a video call, both of you will need a computer or tablet with the facility to upload and electronically send a copy of the completed ID3 form between each other and the ability to print it so that both of you can sign it. You will also need to send each other a copy of the personal details page from your passports.

#### Your verifier won't be able to verify your identity if:

- you haven't completed part 1 of this form accurately or fully or
- you do not have a UK, Channel Islands or Isle of Man passport.

## Part 1: For you to complete

Type your answers or write them in black ink and BLOCK CAPITALS.

For example, Mr, Mrs, Miss or Dr

Please make sure that the name you give here is your correct name and separately provide evidence to account for any variations of your name across forms or documents.

<b>1.1</b>	<b>Title</b>
<b>1.2</b>	<b>First / Given name(s)</b>
<b>1.3</b>	<b>Surname / Family name</b>
<b>1.4</b>	<p><b>Change of name by deed poll / statutory declaration / statement of truth</b></p> <p>I changed my name by deed poll / statutory declaration / statement of truth on</p> <p>I have not changed my name by deed poll / statutory declaration / statement of truth</p>
<b>1.5</b>	<b>Date of birth</b>
<b>1.6</b>	<b>Current address (including postcode)</b>
<b>1.7</b>	<b>How long have you lived at this address?</b>
<b>1.8</b>	<b>List any other addresses you've lived at in the past five years – include postcodes and 'from' and 'to' dates</b>
<b>1.9</b>	<p><b>Home (landline) telephone number</b></p> <p>Landline number: _____ (including area code)</p> <p><b>or</b></p> <p>Mobile: _____</p> <p>Work: _____ (including area code, if not a mobile)</p>

You **must** provide a phone number. If you don't have a landline, please enter 'N/A' and provide a:

- personal mobile number
- work number
- or both

Enter details of all types of application that apply, for example:

- register property or land
- add or remove mortgage details (register charges and discharges)
- add or remove lease details (register or surrender a lease)
- transfer a property or land

Include all the addresses that the title numbers in section 1.11 refer to.

**1.10 Type of application**

**1.11 Title number(s) if known/applicable**

**1.12 Property address(es) including postcode**

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, an unlimited fine, or both.

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

I also certify that where the verification was done using a video call the screenshot submitted was taken during the video call.

Signed \_\_\_\_\_

Date

**This part of the form must be signed and dated no more than 3 months before the time of lodgement of the accompanying application.**

## Part 2: For your verifier to complete

You can only verify a person's identity for the purpose of land registration if you hold a current valid UK full passport. You must also provide to the person whose identity you are verifying a copy of the personal details page from your passport.

Type your answers or write them in black ink and BLOCK CAPITALS

### 2.1 About your role

I'm a:

Medical Doctor	Bank Official or regulated Financial Adviser
Dentist	Retired conveyancer, solicitor or barrister – see Note
Chartered or Certified Accountant	Retired chartered legal executive – see Note
Police Officer	Member of Parliament
Magistrate	Member of the Senedd
Veterinary surgeon	College or University teaching staff
Teacher	UK Civil Servant of SEO grade or above
	Officer in the UK Armed Forces

Note: Form ID1 must be used when verification is by a conveyancer, solicitor, barrister or chartered legal executive who is still in practice.

### 2.2 I've known the person named in Part 1 for:

One year  
Between one and ten years  
Over ten years

### 2.3 I've seen the following evidence:

You must verify the valid UK, Channel Islands or Isle of Man passport for the applicant

Passport number:

Expiry date:

### 2.4 Verification of identity

I verified identity by video call

I verified identity in person

### 2.5 Verification of identity

I \_\_\_\_\_ (name)  
of \_\_\_\_\_ (address)

Current valid full passport

Passport number:

Expiry date:

#### certify that

(full name of the individual being verified)

has shown or provided to me their valid UK, Channel Islands or Isle of Man passport which I have inspected. I confirm that the passport photograph is a good likeness of the person who has provided this evidence.

I certify that I have provided to the applicant a copy of the personal details page from my UK passport.

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

**This part of the form must be signed and dated no more than 3 months before the time of lodgement of the accompanying application.**