

### 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.

Both section A and section B of this form must be completed, dated and signed no more than three months before lodgement of an application with HM Land Registry.

### 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 HM 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 HM Land Registry's [practice guide 67](#) (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 £6,000, or if HM 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, Chartered Legal Executive or other approved verifier. If you are having your identity verified in person, you will need to take

evidence of your identity with you including two identical colour passport-size photographs taken in the last three months which must be on photographic paper and 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 or a Chartered Legal Executive by way of a video call, please see [practice guide 67: evidence of identity](#) for further information.

The conveyancer, Chartered Legal Executive or other approved verifier will complete section B of this form. Conveyancers, Chartered Legal Executives and other approved verifiers may charge a fee to verify your identity.

Members of the UK armed forces serving overseas may also have their identity verified by a serving officer. **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:

- [Completing forms ID1 and ID2](#), if you are not a conveyancer, and
- [Completing the evidence of identity panels on forms AP1, FR1 and DS2](#), if you are not a conveyancer, or
- [practice guide 67: evidence of identity](#), if you are a conveyancer.

All of our guides and forms are available on the GOV.UK website [www.gov.uk](http://www.gov.uk).

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, licensed conveyancers, and conveyancing practitioners authorised by CILEx Regulation to undertake reserved instrument activities who hold practising certificates. A paralegal cannot verify identity.

**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.**

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

No. This form, and any supporting evidence produced to HM 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

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 to prevent and detect crime such as registration or property fraud and to investigate land banking schemes.

Any parts of the form that are not typed should be completed in black ink and in block capitals. This form must be completed no more than three months before lodgement of the application with HM Land Registry.

## Section A

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

<b>1. Name of body corporate or other organisation ("the corporation")</b>
<b>2. Registered number, if applicable</b> <i>(e.g. for a company, friendly society)</i>
<b>3. Registered address</b>
<b>4. Name of individual representing the corporation</b>
<b>5. Address of individual representing the corporation</b>
<b>6. Individual's connection with the corporation</b>
<b>7. Work telephone number (this must be a landline and not a mobile number)</b>
<b>Details of dealing with the land</b>
<b>8. Type of dealing</b> <i>(e.g. transfer, lease, mortgage, etc.,)</i>
<b>9. Title number(s)</b>
<b>10. Address of property</b> <i>(including postcode)</i>
<p><b>11. Certificate by the individual representing the corporation</b></p> <p>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 may be deemed necessary to establish my identity.</p> <p><b>Signed</b> _____ <b>Date</b> _____</p> <p><i>Please note that your identity must be verified by a conveyancer, Chartered Legal Executive or other approved verifier who must complete section B of this form.</i></p>

## Section B (for completion by the verifier)

If you are verifying the person's identity in person – complete section B of this form

If you are verifying the person's identity by video call – do not complete Section B, complete a form ID5 instead.

Complete parts 1, 3 and 4 and the appropriate panel in part 2.

**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

**2a. Complete this panel if you are a**

**solicitor**

**licensed conveyancer**

**notary public**

**barrister**

**CILEX Conveyancing Practitioner**

**Chartered Legal Executive**

**CLC regulated Licensed Probate Practitioner**

**lawyer or any of the above practising outside the UK** *(see Note 2 below)*

*(place 'X' in the box that applies)*

**and have a current practising certificate.**

I *(name of certifier) (in block capitals)*

of *(name of organisation certifying identity)*

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

has produced to me the original(s) of the evidence relating to the corporation and its representative indicated in panel 3 below and 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 certifier:** \_\_\_\_\_

Date

Roll, Licence, Authorisation or Membership number (if applicable):

Address:

**Note 1:** HM Land Registry will contact conveyancers and other verifiers to check that a form completed in their name is genuine. **You should keep a record of persons for whom you have verified identity and a duplicate of the photograph you have certified.**

**Note 2:** Where identity is verified by a lawyer or any of the above practising outside the UK evidence must be enclosed with this form of that lawyer's authority to practice in their jurisdiction.

**2b. Complete this panel if you are a serving officer of the UK armed forces operating overseas.**

I *(name of certifier) (in block capitals)*

of *(name of armed forces unit)*

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

has produced to me the original(s) of the evidence relating to the corporation and its representative indicated in panel 3 below and 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 certifier:** \_\_\_\_\_

Date

Passport number:

Address:

**For completion by verifier (Complete both section 3a and 3b)**

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

**3a. As to the representative of the corporation**

**YOU MUST INSPECT EITHER:**

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

Current valid full passport - State the country of issue and number of the passport:

Country of issue:

Passport number:

Current United Kingdom, EU, Isle of Man, Channel Islands photocard driving licence (not a provisional licence) – State the number of the licence

Current Biometric Residence Permit issued by the UK Home Office to a non-UK national resident in the UK – State the number of the permit

**OR**

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

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, Mastercard or Visa logo which was issued in the United Kingdom and is supported by an 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.

### 3b. As to the corporation

Place 'X' in the appropriate box.

I confirm that the person whose identity I am verifying has produced to me:

UK company

(a) 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

(b) evidence of the individual's authority to represent the corporation.

UK corporation (other than company)

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

Non-UK company or corporation

(a) evidence that the corporation (if a transferor, landlord, borrower or lender) is one and the same as the registered owner or estate owner; AND

(b) evidence of the individual's authority to represent the corporation.

### For completion by verifier

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

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

The verifier must sign their name on the back of the photograph and add the date.

The photograph must be in colour on photographic paper.

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

If the application is being lodged electronically you will need to enclose a coloured scan of the front and back of the photo.