



HM Courts & Tribunals Service

BP34

Evidence of identity and declaration in support of an application

Evidence of identity

1. What evidence are you are enclosing?

☐ copy of passport

or

☐ copy of driving licence

Evidence of change of name

2. What evidence are you are enclosing?

☐ copy of marriage certificate

☐ copy of civil partnership certificate

☐ copy of decree nisi certificate

☐ copy of decree absolute certificate

☐ other (please give details)

☐ Not applicable

Evidence of change of address

3. What evidence are you are enclosing?

☐ copy of utility bill (dated within the last 3 months)

or

☐ copy of council tax bill

Declaration

The following declaration must be completed:

I

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Day Month Year

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the date of making this application confirm that, save as set out in my application notice or witness statement in support, no one else (including any surviving shareholders) has any claim to the money or any part of it, and I know of no other pending applications.

If it is later found that the court has been misled in anyway then proceedings for contempt of court may be brought against you and you could be liable to return the money to court or proceedings may be brought against you by the person(s) entitled to the money.

Signed by the applicant in person or legal representative acting on their behalf

Full name (BLOCK CAPITALS)

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Position (if a representative)

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Signature

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Note for Signature: Sign or type your name in the signature box.

Date

Day Month Year

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Bank account to which payments should be made

Bank name

Branch address

First line of address

Second line of address

Town or city

County (optional)

Postcode

Account holder title or name

Sort code (For example 01-02-03, write 010203)

Account number

IBAN, SWIFT/BIC Code
(for International payments including Republic of Ireland and the Channel Islands)

Returning your completed application form and court fee

Note: The court fee is non-refundable and it may be that the sum you are entitled to is less than the application fee.

Legal representative and trust research or beneficiary tracing firms

You must upload your completed application together with all supporting evidence and the court fee of £61 per application to the E-filing service.

How to file documents online at the Business and Property Division in the Rolls Building: www.gov.uk/guidance/hmcts-e-filing-service-for-citizens-and-professionals

Litigants in person

If you are representing yourself in court, you can use the HMCTS E-Filing service. You do not have to, however it is the quickest method.

Alternatively, you can send your completed application together with all supporting evidence and the court fee of £61 per application to:

Business and Property Division
HMCTS (Business and Property, Miscellaneous Payments Team)
7 The Rolls Building
Fetter Lane
London
EC4A 1NL

You can pay the fee by Postal Order, Banker's Draft or Cheque made payable to 'HM Courts & Tribunals Service'.