



IDENTIFICATION REQUIREMENTS

As a Notary I am required to identify you as part of the work that I am undertaking for you.

I need you to bring **two** pieces of identification to the initial meeting. Without this I am unable to commence work. Ideally, I like to see your Passport and your Driving Licence.

It is important that all documents are current. Expired Passports or Driving Licences will not suffice. It is also important that the documents showing your address are current and match the address given in the papers I am to notarise. If there are discrepancies or problems in this respect it is unlikely that I will be able to complete the procedures for you.

If you are not able to bring both your Passport and Driving Licence then please bring either your passport or your driving licence plus with one of the following:

1. A utility bill showing your home address (which should match the address within the papers to be notarised) and be no more than three months old.
2. A bank statement or mortgage statement (not more than three months old and also detailing your current address).
3. Correspondence or documents from the Department of Work and Pensions, HM Revenue & Customs or local authority.
4. National identity card.

Other forms of identification are possible. Please check beforehand so that you do not have a wasted appointment. My secretary Charlotte will be able to assist if I am unavailable on Wednesdays to Fridays. Charlotte can be contacted by telephone on 01263 712835 or by email charlotte.lynskey@hayes-storr.com

Miranda Marshall
Notary Public

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