



Information Sheet for Agents

who check ID of a client on behalf of Alternative Family Law

Please ensure that:

1. You are given one photographic ID, such as:
 - a. a passport
 - b. a government ID card
 - c. an ID card of a government institution (Army ID or similar)
 - d. an official driving licence

If the client does not have **any** photographic ID, please ask them to speak to Andrea Woelke at Alternative Family Law to discuss alternatives.

2. You are given one proof of address, such as:
 - a. a utility bill (gas, water, electricity, council tax, rates, telephone landline but **not** a mobile telephone bill), which is for a period not more than 3 months ago (so if it is for a whole year ending on 31 December, it can be used until 31 March; if it is for a three-month period ending on 15 August, it can be used until 15 November).
 - b. an ID card or a driving licence (but not if also used as proof of ID)
 - c. a bank statement for a current account (not for a savings account).
3. You have checked **original** documents, which belong to the client.
4. You have looked at the originals and you can say that to you they seem to be genuine to the best of your ability.
5. You check that photograph in the photographic ID is a likeness of the client.
6. Please take good black and white photocopies of both documents and write on the documents that they are a copy of the original, sign and stamp them.
7. Please then send them to us with a covering letter as suggested.

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