

# IMPORTANT NOTICE

## SUPPLEMENTARY INFORMATION REQUIRED FOR NEW APPLICANTS

In order to comply with government authentication guidelines, first-time applications for PLR must also be accompanied by any **TWO** documents from the following lists:-

You may provide two separate items from the same category ie two bills from different providers.

***Please note that original documentation must be provided, not copies. All original documents will be returned to you immediately after we have recorded receipt (within one working week).***

- Gas or electricity bill dated within the last six months
- Land-line telephone bill dated within the last six months
- Certificate from supplier of utilities confirming arrangement to pay for services on pre-payment terms (covering current period)
- Council tax or water bill, valid for the current year
- Bank, building society or credit card statement (excluding statements downloaded from the Internet) dated within the last six months
- Most recent Mortgage statement from a recognised lender

If you are unable to provide any of the documents listed above, the following items are also acceptable:-

***These documents will be returned to you by recorded delivery.***

- Current local council rent card or tenancy agreement
- Benefit payment book or notification letter from the Benefit Agency confirming the right to benefits for current period (if not used for evidence of name)
- Current UK photo-card driving licence
- Current full old style driving licence
- Building society passbook containing current address

Please note that these lists are not exhaustive. If you do not have any of the documents listed above, you can provide any other formal document which details your name and address.

### Author Services Team

