



Guidance on completing Identity and Basic Criminal Record Checks

If you are applying for an initial practising certificate or the IFoA have contacted you to let you know that you will be subject to an Identity and Basic Criminal Record Check in conjunction with your practising certificate renewal, there are three options for completing this process:

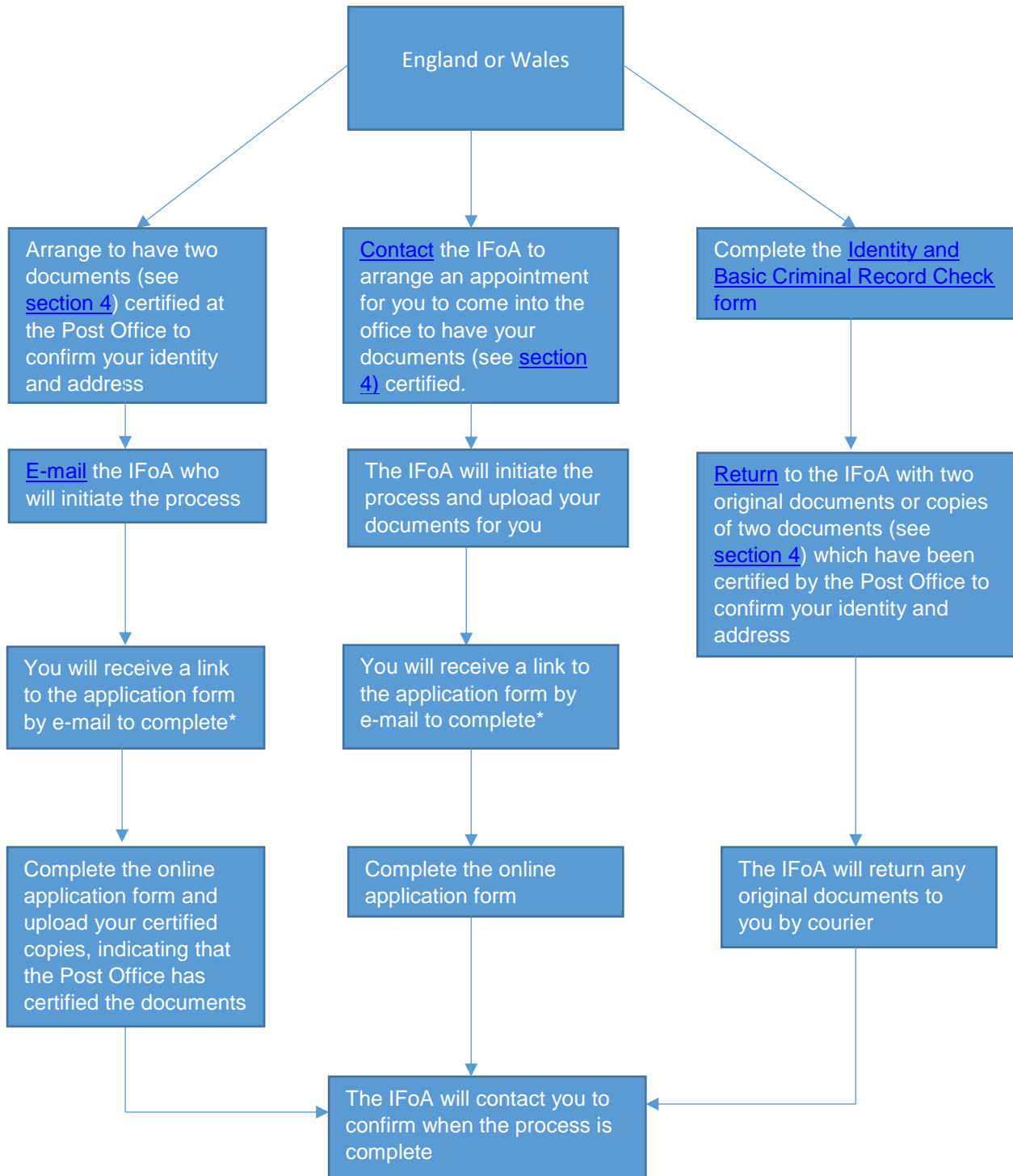
- If you have already met the PRA or FCA's approved persons tests within the last five years, you can provide a copy of the confirmation you have received from the PRA/FCA with your application;
- The IFoA can initiate the process for you to complete your own check online through Experian, ensuring you have control over the process; or
- You can provide the relevant documents to the IFoA to complete the process through Experian

If you have not met the PRA or FCA's approved persons tests, the information required to process an Identity and Basic Criminal Record Check through Experian will depend on where the majority of your time is spent living or working:

- Members living or working in England or Wales, please go to [section 2](#).
- Members living or working in Scotland or Northern Ireland, please go to [section 3](#).

Section 2

Members living or working in England or Wales

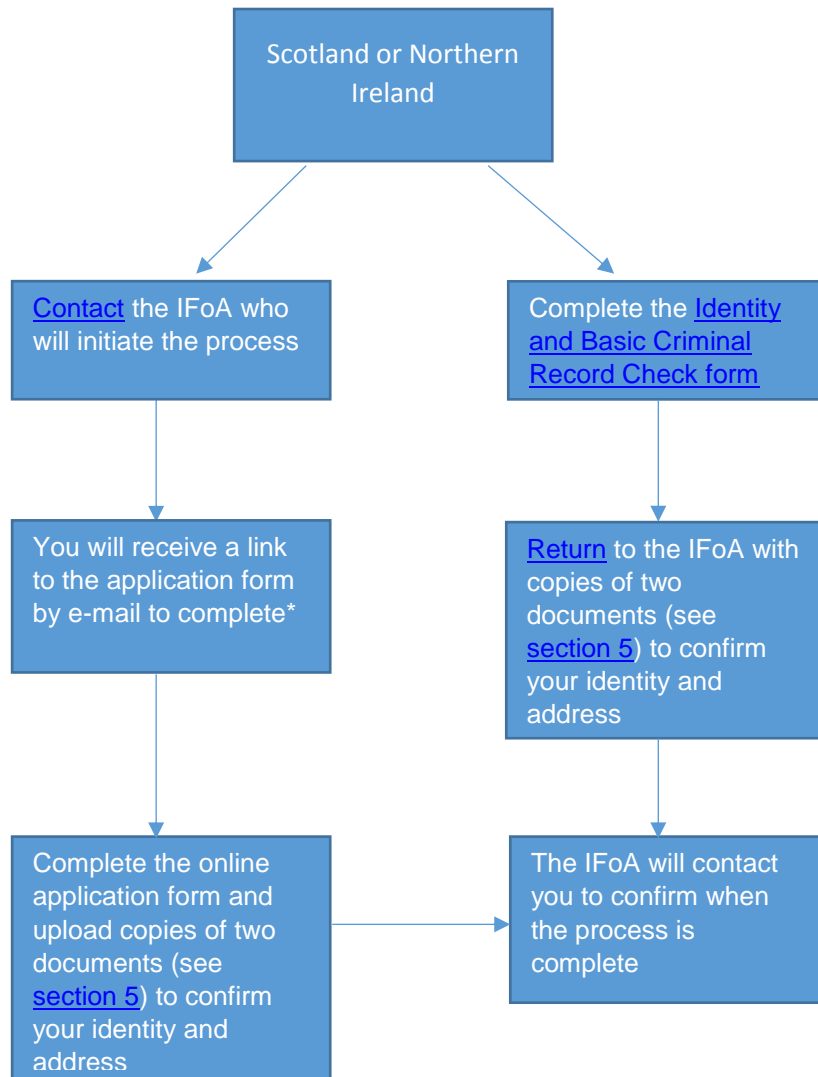


*If you have any problems completing the application you can contact Experian by:

- Telephoning Background Checking Client Support on 03330 000237 (Option 2); or
- Using their Live Chat

Section 3

Members living or working in Scotland or Northern Ireland



*If you have any problems completing the application you can contact Experian by:

- Telephoning Background Checking Client Support on 03330 000237 (Option 2); or
- Using their Live Chat service

Section 4

Documents required for members living or working in England or Wales

You will be required to provide the following:

- one document from Group 1, below; and
- one further document from either Group 1, or Group 2a or 2b, below.

The combination of documents presented must confirm your name, address and date of birth. If this can't be achieved within 2 documents a third can be selected.

Please make sure that you do not provide the same document for the identity check and address check, e.g. a passport for both, the documents have to be different.

Identity Documents

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Current biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photo-card - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Document	Notes
Non EEA Immigration Document/Visa/Work permit	Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid

Section 5

Documents required for members living or working in Scotland or Northern Ireland

You will be required to provide the following:

- one document from Group 1, below; and
- one further document from Group 2.

The combination of documents presented must confirm your name, address and date of birth.

Please make sure that you do not provide the same document for the identity check and address check, e.g. a passport for both, the documents have to be different.

Identity Documents

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Current biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months

Document	Notes	Issue date and validity
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid

Section 6

Contacting the IFoA

Arranging an appointment

If you would like to arrange an appointment to come into one of our offices to have your documents certified, please contact practising.certs@actuaries.org.uk with your availability and your preferred office and we will arrange an appointment for you.

Initiating the process

If you would like the IFoA to initiate the process, please contact practising.certs@actuaries.org.uk providing the following information:

- Where the majority of your time is spent living or working
- Full name (including title and any middle names)
- Preferred e-mail address
- Contact telephone number
- Employment Sector
- Job Title

Sending documents by post

If you would like the IFoA to complete the process for you, please return all relevant documents to:

The Membership Team
Institute and Faculty of Actuaries
Level 2 Exchange Crescent
7 Conference Square
Edinburgh
EH3 8RA

The IFoA strongly recommends that you send any original documents by recorded delivery.

For those members living or working in Scotland or Northern Ireland, you can also fax or e-mail your documents to:

Fax: 0131 240 1313

Email: practising.certs@actuaries.org.uk