

Please note: we will be unable to release any post to you without confirmation of ID first or certified copies for those that mail will be received, held or forwarded to. Two forms of ID **must** be presented. Photo Licence or passport must be 1 of the 2 items required.

For Business, ID will be required from a senior member of the company. This person must hold responsibility at a higher level within the business or own 25% or more shares.

All ID must be shown or sent to SMB at commencement of rental. This may be subject to further checks at periodic dates depending on change to your circumstances.

Until we have received and approved your ID (a copy will be kept securely on file) you must not quote your mailbox address for any purpose until we have issued you a mailbox number and no mail will be release until this time

For customers within the EU, certified identification submitted must show a clear, original stamp, signature and be dated, by any of the following: a solicitor, notary, accountant, post office, local council, doctor, or minister of religion.

Customers applying from countries outside the EU will need to provide documents notarised by a Public Notary.

(A) Photo Identification - Proof of identity

- Passport
- Photo card Driving licence*
- [Validate UK](#) Identity Card
- [Citizen Card](#)
- A current student card
- HM Forces Identity Card
- Employment identification card
- Disabled Drivers Blue Badge Pass

*Please note that from 8th June the UK 'paper counterpart' is no longer valid or required.

(B) Proof of Address (provided both name and address is shown)

- Gas or electricity bill (less than 3 months old)
- Telephone bill (less than 3 months old)

- Water bill (less than 3 months old)
- Bank/Building Society statement (less than 3 months old)
- Credit card/store card bill (less than 3 months old)
- Current TV licence
- Financial statement (e.g. pension, endowment)
- Pay slip (less than 3 months old)
- Current P45/P60 statement
- Letter from Benefits Agency
- HM Revenue and Customs Notice of Coding
- Student hall of residence agreement or other proof of accommodation
- Current mortgage statement
- Valid insurance certificate
- Current Council Tax bill
- Current benefit book