

## Witness proof of identity and residence form

This form needs to be completed by the family member joining the Right to Buy application.

Harlow Council is required to comply with The Money Laundering and Terrorist Financing (Amendment) (EU Exit) Regulations 2020, in particular to verify the identity and permanent address of all applicants. This is to ensure compliance with policies adopted worldwide by financial and government authorities, preventing the use of laundering systems to disguise the proceeds of crime.

**Section A** (to be completed by the family member joining in the Right to Buy application)

<b>Title (Mr, Mrs, Ms, or other)</b>	
<b>First names (provide full names)</b>	
<b>Surname</b>	
<b>Address of your current home</b>	
<b>Length of time lived at this address</b>	
<b>List any other addresses you have lived at within the last 5 years</b>	
<b>Daytime phone number</b>	
<b>Mobile phone number</b>	
<b>Right to Buy reference (if known)</b>	
<b>Date of birth</b>	

**Declaration**

I certify that the information that I have provided in this form is correct to the best of my knowledge and belief. I authorise Harlow Council to make additional searches and checks as necessary to confirm my identity and proof of residence.

Signed

Date

Harlow Council understands that your privacy is important to you. The details you provide in relation to your Right to Buy will be kept private and confidential. However, it is necessary to share personal information with Harlow Council's Council Tax, Housing Benefit and Legal sections when processing applications.

Harlow Council is under a duty to protect the public funds it administers, and to this end may use the information provided, for the prevention, and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. We may get information about you from others, or we may give information to them. We may check information we receive about you with information in our records. If we do, it will only be as the law permits to check accuracy of information; prevent or detect crime; protect public funds. This can include information provided by you as well as by others such as government departments and agencies. Please contact the council's Data Protection Officer if you require further information about the use of data collected in this form [data.protection@harlow.gov.uk](mailto:data.protection@harlow.gov.uk) or visit our website [www.harlow.gov.uk/data-matching](http://www.harlow.gov.uk/data-matching)

**Section B** (to be completed by the Right to Buy Officer)

Indicate which proof of evidence has been provided.

<b>One of the following, in date and signed:</b>	Full UK or EU driving licence including photograph	
	10 year UK or EU current passport with photograph	
	EU identity card <b>or</b> UK identity card for foreign nationals/residence permit issued by the Home Office <b>or</b> UK certificate of naturalisation	
<b>Plus two of the following:</b>	Council Tax bills (current and previous year)*	
	Utility bills*	
	Bank or credit card statements*	
	Payslips*	
	P45 or P60 (must be dated within 3 months of the application date)*	
	Benefit or pension claim letters*	

\*Family member evidence must cover a full 12 month period from the application date (e.g. x12 payslips and x12 bank statements).

### **Declaration**

I certify that the individual whose identity is being verified has produced to me the evidence of identify and residence indicated in the panel above and which I have inspected.

<b>Name of Right to Buy Officer</b>	
<b>Name of individual being verified</b>	
<b>Signed</b>	
<b>Date</b>	

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