



Document certification instructions (for customers)

Use this guide to get your ID and address documents certified. Please copy/paste this into an email and send it to your certifier.

1) Choose an acceptable certifier (and book a meeting)

Your certifier **must meet you in person** while certifying the documents.

Acceptable certifiers (examples):

- Member of the judiciary / senior civil servant
- Embassy / consulate / high commission officer (*from the country that issued the ID*)
- Lawyer or notary public (*member of a recognised professional body*)
- Actuary / accountant / tax adviser (*member of a recognised professional body*)
- HSBC employee (*must include their staff number*)

Not acceptable if the certifier is:

- Related to you by birth or marriage
- In a relationship with you or living with you
- A police officer

2) Prepare what you'll provide for certification

Bring the **original document(s)** to the meeting and provide a **copy of each page** for the certifier to mark.

Valid Photographic Identity (provide 1):

- Passport
- National ID card

Your copy must clearly show the **photograph, document number, signature, and expiry date**.

Address (provide 1) — dated within the last 4 months:

- Utility bill (*not a mobile phone bill*), or
- Credit card bill, or
- Bank statement (*from a non-HSBC bank*)

Language rule: Documents must be **in English**, or provided as **certified translated copies**.

3) Required certification wording (on every page)

The certifier must write or stamp **exactly** the following on **each page**:

"I have seen the original documentation verifying identity and / or residential address;"

"The copy of the document is a complete and accurate ("true") copy of that original;"



4) Certifier details (must be added to the document)

The certifier must add (preferably in **BLOCK CAPITALS**):

- Full name
- Position / capacity
- Signature
- Date (*must be within the last 4 months*)
- Address
- Telephone number or email
- If HSBC employee: **staff number**

5) Final checks before you send

- Certification date is within the last 4 months
- Required wording is on **each page**
- Certifier contact details are complete and readable
- ID copy clearly shows photograph, number, signature, and expiry date

6) Send your certified documents to HSBC Expat

Email: Your Relationship Manager or person you are dealing with directly

Post: HSBC House, Esplanade, St. Helier, Jersey, Channel Islands, JE1 1 HS

Section for the certifier to complete (BLOCK CAPITALS)

I confirm I have met the individual in person and certified the attached copy/ies.

Certified for (tick all that apply):

- ☐ Identity document (passport / national ID)
- ☐ Address document (utility bill / credit card bill / bank statement)
- ☐ Certified translation (if applicable)

Certification wording applied to each page (tick):

- ☐ "I have seen the original documentation verifying identity and / or residential address;"
- ☐ "The copy of the document is a complete and accurate ("true") copy of that original;"

Certifier details:

Full name: _____

Position / capacity (and professional body, if applicable): _____

Organisation: _____

Address: _____

Telephone and/or email: _____

Signature: _____

Date (DD/MM/YYYY): _____

If HSBC employee, staff number: _____