- The Driving licence or passport must be verified using a UV lamp and
- A clear stamp or declaration should be made to confirm that you have seen the original document, completed the check and this must be signed by you. Alternatively, the stamp wording can be added to the FAMOS notes. The wording is as follows:
- 'I certify that the identity/proof are first copies of the originals seen by me, that I have checked the customer's signature and checked the original driving licence with an ultra-violet lamp.'
- We can accept the format of the licence from you by scan or photograph, please take care that the licence is not folded and that the entire image is clear and visible
- Passports should only be provided if the driving licence is not available and we have given approval to do so.
- If providing an image of a the back and front of a debit/credit card, ensure that the long card number or security code are not visible and are completely covered before uploading the documents.

Please see our <u>Driving Licence</u> guide for more information.