Proof of identification

All customers are required to present photographic identification and proof of address at the time of opening an account, or when being added to an existing account. We do not open accounts for businesses, or accept documentation with P.O. Box addresses.

Documents should be in English or translated into English. Any translation should be legalised by either a UK registered solicitor, Embassy of the foreign national or Notary Public/Lawyer in the country of residence of the foreign national. All legalised documents and translations when presented should be no more than 6 months old.

All customers should present one item to confirm your identity and a different document from, either the UK proof of address section, for customers with a UK residential address or Overseas proof of address, for customers who do not have a UK residential address.

Metropolitan Safe Deposits reserves the right, at its sole and absolute discretion, to refuse to enter into a Contract with a prospective client for any reason, whether or not they have completed an Application Form. Metropolitan Safe Deposits is not obliged to inform a prospective client of the reason for refusal to enter into a Contract.

Proof of Identity

Proof of Identity – Documents must be original, valid and include your date of birth.

If the identity document also includes an address, this must match the address used on any other documentation provided as your proof of address.

UK, EU and EEA Passport

Passport – a full and valid UK, European Union (EU), European Economic Area (EEA) passport. EEA includes Switzerland, Norway, Iceland, Lichtenstein.

To be accepted the following criteria must be met:

-Be the original document.

-Match the exact name used when completing the contract/application form.

-Be valid and in date.

Other Foreign Passport with a Valid Visa

Other Foreign Passport with a Valid Visa – for all non-UK, non-EU and non-EEA applicants presenting a foreign passport.

To be accepted the following criteria must be met:

-Be the original document.

-Match the exact name used when completing the contract/application form.

-Be valid and in date.

-Must have at least 12 months left to run on any visa for all non-EU & EEA passport holders presenting a foreign passport.

-We will not accept any passport that shows V.I.P.P. (visa in previous passport), without seeing the original visa. You will need to present your existing current passport, plus the passport that contains the valid visa.

UK Photocard Biometric Residence Permit

To be accepted the following criteria must be met:

-Be the original document.

-Match the exact name used when completing the contract/application form.

-Be valid and in date.

-Include your date of birth.

UK Full Photocard Driving Licence

To be accepted the following criteria must be met:

-Be the original document.

-Be a full photocard driving license. Provisional/Temporary licences are not accepted.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Include your date of birth.

-Be valid and in date.

Can only be used as proof of identity or proof of address **Not Both**.

UK Proof of Address

Proof of address applicants with UK residential addresses only – provide one of the following.

Any proof of address presented, must match the name and address as shown on the contract/application form and match the address (if any) and name as shown on any photo identification.

UK Full Photocard Driving Licence

To be accepted the following criteria must be met:

-Be the original document.

-Be a full photocard driving license. Provisional/Temporary licences are not accepted.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Include your date of birth.

-Be valid and in date.

Can only be used as proof of identity or proof of address **Not Both**.

Council tax bill/demand letter/exemption certificate issued within 12 months

The following documents may be presented:

-Council Tax bill, including reminders.

-Council Tax adjustment notice letter.

-Council tax letter advising of Direct Debit payments.

-Council tax exemption letter.

-Council Tax benefit letter.

To be accepted the following criteria must be met:

-Be the original document or an official online PDF statement.

-Be less than 12 months old.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

Bank/Building Society Statement

To be accepted the following criteria must be met:

-Be the original document or an official online PDF Statement.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Be dated within the last 6 months.

Benefits Entitlement Letter

To be accepted the following criteria must be met:

-Issued by Department of Works & Pensions, Scottish public pensions agency, local authority, HMRC or other UK Government Agency.

-Be the original document or an official online PDF statement.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Be dated within the last 12 months.

HMRC Tax Notifications or Correspondence

To be accepted the following criteria must be met:

-Be the original document or an official online PDF statement.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Be dated within the last 12 months.

UK Mortgage Statement

To be accepted the following criteria must be met:

-Be the original document or an official online PDF statement.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Be dated within the last 6 months.

Gas, Electric, Water and Telephone/Mobile Phone Bill

To be accepted the following criteria must be met:

-Be the original document or an official online PDF Statement or Bill.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Be dated within the last 6 months.

Overseas Proof of Address

Proof of address applicants not residing in the UK only - provide one of the following.

Any proof of address presented, must match the name and address as shown on the contract/application form and match the address (if any) and name as shown on any photo identification.

Overseas Bank Statement

To be accepted the following criteria must be met:

-Be the original document or an official online PDF Statement.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Be dated within the last 6 months.

Overseas Mortgage Statement

To be accepted the following criteria must be met:

-Be the original document or an official online PDF Statement of your mortgage.

-Must have been issued by your bank or credit institute.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Be dated within the last 6 months.

Overseas Tax Assessment

To be accepted the following criteria must be met:

-Be the original document or an official online PDF Statement.

-Be from the tax, financial or government authority responsible for your current address in the country you reside in.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Be dated within the last 6 months.

Overseas Gas, Electric, Water and Telephone Bill (Not Mobile Phone)

To be accepted the following criteria must be met:

-Be the original document or an official online PDF Statement or Bill.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Be dated within the last 6 months.

EU or EEA Full Photocard Driving licence

To be accepted the following criteria must be met:

-Be the original document.

-Be a full photocard driving license. Provisional/Temporary licences are not accepted.

-Match the exact name used when completing the contract/application form.

-Match the exact address used when completing the contract/application form.

-Be valid and in date.

-Include your date of birth.