

## Stolen Passbook Declaration

If you have any questions, go to: [www.principality.co.uk/help](http://www.principality.co.uk/help)  
or call 0845 045 0006 (Mon-Fri 8am-8pm, Wed 9.30am-8pm, Sat 9am-1pm)

1) Please tell us your Principality account number	
2) Please tell us the full names of all the account holders	
3) <b>Declaration:</b> I/We, the above named, being the absolute owner(s) of the moneys deposited in the above account issued by the Principality Building Society, declare that the above passbook has been stolen. If a new passbook is issued and the original is found, I/We will return the original to Principality for cancellation. I/We have reported this to the Police at the following Police station and they gave me/us the following crime number.	
Station name:	Crime number:
All account holders MUST sign below to confirm they have read and understood the declaration	
4) We require all account holders to provide us with two documents to confirm their identity: one document for your name, and one for your address. Please see below for a list of documents we can accept	
5) What next? Please check the form has been completed in full and signed, then send the form and Identification Documents to: Savings Department, Principality Building Society, Principality Buildings, Queen Street, Cardiff CF10 1UA or alternatively please take to your local Principality Branch	

Name Verification	Address Verification
Current signed UK/EU passport	Utility bill (under 3 months old)
Current signed full UK Driving Licence* (photo-card or paper style)	Local Authority tax bill (under 12 months old)
HM Revenue and Customs Tax Notification* (under 12 months old)	Letter from a Government Department about your personal affairs (under 12 months old)
Blue disabled driver's pass	Bank, Building Society (savings) or credit card statement (under 3 months old)
Current firearms certificate	Mortgage Statement (under 12 months old)
State pension or benefits document or notification from the Department of Work and Pensions (DWP) confirming the right to benefits* (under 12 months old)	Local Authority or Housing Association tenancy agreement or rent card (under 12 months old)
EU member state ID card*	Official letters from a care or nursing home confirming residence (under 12 months old)
If you're over 60, you can use a Post Office statement showing a state pension credit (under 3 months old)	Solicitor's letter confirming completion of house purchase or land registration together with proof of previous address (under 6 months old)
Under 19's only	
Birth Certificate	Official letter from a school, college or university confirming attendance (Under 12 months old)
Provisional photo-card driving licence*	Parent's address verification with introductory letter or Child Introduction Form (available on request).

\* Documents marked with the asterisk can be used for either name or address verification, but not both.

#### Important Notes

- If you've changed your name and you're providing proof of your new name, you will need to provide a marriage certificate or deed poll or decree absolute document.
- If you are opening a Principality Account for a child, please ask us for a 'Child Introduction Form'. You will need to provide proof of your name and address, and proof of the child's name (usually a birth certificate).
- If you are acting under a Power of Attorney you must provide identification for both yourself and your principal as well as the Power of Attorney document itself.
- Each solicitor acting on behalf of clients must provide a practising certificate as evidence of identity for themselves and a letter on their headed paper, confirming the name and address of the client. We insist on at least two solicitors acting as signatories.
- Copy documents will only be accepted if they are officially certified by a solicitor, an accountant, a bank official or an individual regulated by the Financial Services Authority. The copy documents must be within the date parameters shown in the table above. The wording must state "I certify that this is a true copy of the original document which I have witnessed" and must include the certifier's name, address, position, employer or firm, with a signature and date.
- We will retain a copy of your documents in order to satisfy Anti-Money Laundering regulations.
- Each document provided must be from a different source, for example we will not accept two documents from the DWP to verify both name and address.
- We will **not** accept the following documents in any circumstances:
  - Mobile phone bills
  - Documents printed from the internet or a personal computer
  - Out of date documents
  - Unsigned passports or driving licenses
  - P45s and P60s
  - Counterpart to the photo-card driving licence by itself
  - Photo-card licences where the photograph has become invalid (photographs are valid for 10 years only).