

# Application guide



## This guide will help you through the process, step-by-step

We want to make it as simple as possible for you to complete your application for a Barclays International bank account. All you need to do now is get your documents ready and upload them to your application – we can't open your account without them.

### Step 1: Prepare your documents

We need you to provide us with two different documents:

A **certified** proof of your identity and a **certified** proof of your residential address, one of each from the lists detailed below.

1. Proof of identity	2. Proof of residential address
<b>Passport (current and valid)</b> <ul style="list-style-type: none"><li>• This must show your photograph, personal details and signature</li><li>• If this information is on more than one page, we need all the relevant pages</li><li>• Every page must be certified</li></ul>	<b>Paper bank statement (dated within the last 6 months)</b> <ul style="list-style-type: none"><li>• We only accept statements from major banks and building societies</li><li>• It must be an original, paper statement posted to your home address</li><li>• We cannot accept online bank statements</li></ul>
<b>National identity card (current and valid)</b> <ul style="list-style-type: none"><li>• This must show your photograph, personal details and signature</li><li>• If this information is on more than one page, we need all the relevant pages</li><li>• Every page must be certified</li></ul>	<b>Credit card statement (dated within the last 6 months)</b> <ul style="list-style-type: none"><li>• We accept VISA, Mastercard or American Express statements</li><li>• It must be an original, paper statement posted to your home address</li><li>• We cannot accept online credit card statements</li></ul>
<b>Driving licence (current and valid)</b> <ul style="list-style-type: none"><li>• We only accept photocard driving licences</li><li>• Please copy both sides of the card</li><li>• Both pages must be certified</li><li>• If you use your driving licence as proof of identity, you cannot use it as proof of address</li></ul>	<b>Driving licence (current and valid)</b> <ul style="list-style-type: none"><li>• We only accept photocard driving licences</li><li>• Please copy both sides of the card</li><li>• Both pages must be certified</li><li>• If you use your driving licence as proof of address, you cannot use it as proof of identity</li></ul>
	<b>Paper utility bill (dated within the last 6 months)</b> <ul style="list-style-type: none"><li>• We accept gas, electricity, water or landline telephone bills</li><li>• We cannot accept mobile telephone bills</li><li>• It must be an original, paper bill posted to your home address</li><li>• We cannot accept online utility bills</li></ul>
	<b>Paper mortgage statement (dated within the last 6 months)</b> <ul style="list-style-type: none"><li>• We accept mortgage or home loan statements</li><li>• It must be an original, paper statement posted to your home address</li><li>• We cannot accept online statements</li></ul>

If you have any questions about the application process, for International Banking – Barclays UK call: +44 (0)2075 743242 or email: [BUKclientsupport@barclays.com](mailto:BUKclientsupport@barclays.com). For International Banking – Barclays International call: +44 (0)1624 684316 or email: [BWlclientsupport@barclays.com](mailto:BWlclientsupport@barclays.com)

## Step 2: Get your documents certified

It's important to remember to have every document 'certified'. This means getting copies of all the relevant pages in each document verified and signed by someone from the list below. They'll confirm that the photograph of you is a reasonable likeness and that the copy of your Proof of Identity and Proof of residential address match the original documents. We must be able to read your personal details and see your face clearly.

### Finding a suitable certifier

The person certifying your documents should be someone from the following list

Suitable certifiers	How to find them
<b>A member of a professional body</b> A notary, lawyer, solicitor or barrister in your country of residence who is a member of a recognised professional body	<ul style="list-style-type: none"> <li>Visit the list provided by the UK Embassy at <a href="http://www.gov.uk/government/collections/list-of-lawyers">www.gov.uk/government/collections/list-of-lawyers</a></li> <li>Or visit <a href="http://www.legal500.com">www.legal500.com</a></li> </ul>
<b>Your local bank</b> A local major bank that provides a certification service	<ul style="list-style-type: none"> <li>Visit your local bank</li> </ul>
<b>Your local embassy</b> A local embassy or consulate that provides a certification service	<ul style="list-style-type: none"> <li>Visit <a href="http://www.gov.uk/government/world/organisations">www.gov.uk/government/world/organisations</a>.</li> </ul>

### How the certifier should certify your documents

Every page of the document must be certified and include all of the following information

- The certifier's name, job title and signature
- Their registration number and official stamp
- Their company name, address and telephone number
- The date the documents were certified

Each document must include the following wording

1. Proof of Identity	2. Proof of residential address
<b>Documents that include a photograph</b> 'I, [FULL NAME OF CERTIFIER] confirm that having seen the individual and original identification document at the same time, I certify this is a true copy and the photograph is a true likeness.  I also certify that, where a signature is provided, I have witnessed the individual's signature.'	<b>Documents without a photograph</b> 'I, [FULL NAME OF CERTIFIER] confirm that this is a true copy of the original document.'

## Step 3: Upload your certified documents

You can either scan your documents or log in from your mobile device and use the camera to photograph them.

When you are ready to upload your documents, log back in to your application by copying this web address into your browser: <https://myapplication.international.barclays.com/ib/login>

If you have any questions about the application process, for International Banking – Barclays UK call: +44 (0)2075 743242 or email: [BUKclientsupport@barclays.com](mailto:BUKclientsupport@barclays.com). For International Banking – Barclays International call: +44 (0)1624 684316 or email: [BWlclientsupport@barclays.com](mailto:BWlclientsupport@barclays.com)

**Thank you for taking the time to complete your application. We'll contact you if we have any questions.**

## PLACE YOUR PROOF OF IDENTITY DOCUMENT IN THIS SPACE AND MAKE A COPY

Once you have made a copy of your Proof of Identity document, ask one of the people listed on the previous page to complete the 'Certifier' section below and sign the declaration.

### Customer

Customer's signature (to be witnessed by the certifier)

### Certifier

Certifier's position / job title

Certifier's company name and address




Certifier's work email

Certifier's work phone number

Certifier's official registration number and stamp (if applicable)

### Declaration (to be completed by your certifier)

Having seen the individual and original identification document at the same time, I certify this is a true copy and the photograph is a true likeness. I also certify that, where a signature is provided, I have witnessed the individual's signature.

Certifier's signature

Certifier's full name

Date

If you have any questions about the application process, for International Banking – Barclays UK call: +44 (0)2075 743242 or email: [BUKclientsupport@barclays.com](mailto:BUKclientsupport@barclays.com). For International Banking – Barclays International call: +44 (0)1624 684316 or email: [BWlclientsupport@barclays.com](mailto:BWlclientsupport@barclays.com)

