

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 post them to us – we can't open your account without them.

Step 1: Prepare your documents

We require you to provide us with two different documents:

- A certified proof of your identity
- A certified proof of your residential address OR the original document that was posted to your residential address (please do not send an original Driving License or National Identity cards, these must be certified)

Please refer to our detailed list below to help you provide the correct documents.

1. Proof of identity	2. Proof of residential address
Passport (current and valid) <ul style="list-style-type: none">• This must show your photograph, personal details and signature• If this information is on more than one page, we need all the relevant pages• Every page must be certified	Paper bank statement (dated within the last 6 months) <ul style="list-style-type: none">• We only accept statements from major banks and building societies• It must be an original, paper statement posted to your home address• We cannot accept online bank statements
National identity card (current and valid) <ul style="list-style-type: none">• This must show your photograph, personal details and signature• If this information is on more than one page, we need all the relevant pages• Every page must be certified	Credit card statement (dated within the last 6 months) <ul style="list-style-type: none">• We accept VISA, Mastercard or American Express statements• It must be an original, paper statement posted to your home address• We cannot accept online credit card statements
Driving licence (current and valid) <ul style="list-style-type: none">• We only accept photocard driving licences• Please copy both sides of the card• Both pages must be certified• If you use your driving licence as proof of identity, you cannot use it as proof of address	Driving licence (current and valid) <ul style="list-style-type: none">• We only accept photocard driving licences• Please copy both sides of the card• Both pages must be certified• If you use your driving licence as proof of address, you cannot use it as proof of identity
	Paper utility bill (dated within the last 6 months) <ul style="list-style-type: none">• We accept gas, electricity, water or landline telephone bills• We cannot accept mobile telephone bills• It must be an original, paper bill posted to your home address• We cannot accept online utility bills
	Paper mortgage statement (dated within the last 12 months) <ul style="list-style-type: none">• We accept mortgage or home loan statements• It must be an original, paper statement posted to your home address• We cannot accept online statements



If you have any questions about the application process, for International Banking – Barclays UK call: +44 (0)2075 743242 or email: BUKclientsupport@barclays.com. For International Banking – Barclays International call: +44 (0)1624 684316 or email: 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
<p>A member of a professional body A notary, lawyer, solicitor or barrister in your country of residence who is a member of a recognised professional body</p>	<ul style="list-style-type: none"> Visit the list provided by the UK Embassy at www.gov.uk/government/collections/list-of-lawyers Or visit www.legal500.com
<p>Your local bank A local major bank that provides a certification service</p>	<ul style="list-style-type: none"> Visit your local bank
<p>Your local embassy A local embassy or consulate that provides a certification service</p>	<ul style="list-style-type: none"> Visit www.gov.uk/government/world/organisations.

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
<p>Documents that include a photograph '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.'</p>	<p>Documents without a photograph 'I, [FULL NAME OF CERTIFIER] confirm that this is a true copy of the original document.'</p>

Step 3: Terms and Conditions

- Please download and print the client agreement form
- Sign and date the form, ensuring your signature is similar to the one shown on your proof of identity document
- For joint accounts, each applicant who is applying for the account must sign and date the same agreement document. There is enough space provided for each applicant to sign and date.

Step 4: Post your certified documents to us

Please refer to our document checklist at the end of this guide for details of where to post them.



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

Example of Proof of Identity

CERTIFY YOUR DOCUMENT 04

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

Certifier
Certifier's position / job title
PARTNER / SOLICITOR
Certifier's company name and address
OWINO ATTENO
ADDRESS LINE 1
ADDRESS LINE 2
Certifier's work email
email@barclay.co.uk
Certifier's work phone number
(020) 2225431
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
MR DAVID JONES
Date
16 / 12 / 14

Example of Proof of residential address

BARCLAYS Statement date (date here)
Last statement date (date here) Current Account Plus

YOUR NAME HERE
YOUR ADDRESS
WILL SHOW ON
THIS SECTION

Date (Period) Display Here
Your Name here
• Sort Code xxxxxx
• Account No xxxxxxxx
• SWIFT/BIC BARCGB22
• IBAN xxxxxx xxxxxx xxxxxx xxxxxx

At a glance
Start balance £XXXX.XX
Money in £XXXX.XX
Money out £XXXX.XX
End balance £XXXX.XX

Your Current Account Plus statement

Date	Description	Money out	Money in	Balance
Date	Transactions Here	XXXX		XXXXXX
Date	Transactions Here	XXXX		XXXXXX
Date	Transactions Here	XXXX		XXXXXX
Date	Transactions Here	XXXX		XXXXXX
Date	Transactions Here	XXXX		XXXXXX
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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

 / /


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Required document checklist

Thank you for choosing Barclays for your international banking needs. To enable us to open your account as quickly as possible, we will require you to post **the following documents** to us.

<input type="checkbox"/>	Certified proof of ID	Application reference
<input type="checkbox"/>	Original or certified proof of residential address	<input type="text"/>
<input type="checkbox"/>	Signed and dated T&Cs	
<input type="checkbox"/>	Post your documents to us*	

* Are you opening an account in our London booking centre and resident in the EAA? If yes, please post all of your documents to Barclays International Banking Onboarding Team, Tay House, 300 Bath Street, Glasgow, G2 4JR, United Kingdom.

* Are you opening this account to support a Mortgage application? If yes, please post all of your documents to Barclays International Banking Onboarding Team, Tay House, 300 Bath Street, Glasgow, G2 4JR, United Kingdom.

* If neither of the above are applicable to you please post all documents to Barclays International Banking Onboarding Team, Isle of Man Branch, Barclays House, Victoria Street, Douglas, Isle of Man, IM99 1AJ, United Kingdom.



Please note that any missing or incomplete documents will result in a delay in the opening of your accounts, and may require us to contact you. If you have any questions, please contact us using the details below.



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* Lines are open from 9am to 5pm (UK time) excluding UK bank holidays. Calls may be recorded for security reasons and so that we may monitor the quality of our service. Call costs may vary. Please check with your telecoms provider.

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