

# Lost passbook declaration

Please complete this declaration form if your passbook has been lost or mislaid

Information about you	
Principality account number	
Please tell us the full names of all the account holders (and any authorised signatory, attorney or court deputy if applicable)	
Declaration: I/We, being the person(s) duly authorised to deposit and withdraw moneys in the above account issued by Principality Building Society, declare that the above passbook has been lost or mislaid and despite a diligent search I/we have been unable to find it. If a new passbook is issued and the original is found, I/We will return the original to Principality for cancellation.	
All account holders (or their authorised signatory, attorney or court deputy if applicable) MUST sign and date below to confirm they have read and agree to the declaration.	
Signature:	Date:
We require all authorised signatories, attorneys and court deputies 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.	
Name verification	Address verification
Current signed UK Passport	Gas and electric bill (under 3 months old) Water bill (under 12 months old)
Current signed full UK Driving License* (old paper style licence accepted also)	Local Authority tax bill (under 12 months old)
EU member state ID card*/EU Passport†	Letter from a Government Department about your personal affairs (under 12 months old, not self-assessment)
HM Revenue and Customs Tax Notification* (under 12 months old, not self-assessment)	Solicitor's letter confirming completion of house purchase or land registration together with proof of previous address (under 6 months old)
Non EU Passport and valid Visa <sup>°</sup>	Mortgage Statement (under 12 months old)
	Local Authority or Housing Association tenancy agreement (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)	Official letters from a care or nursing home confirming residence (under 12 months old)
	Bank, Building Society (savings) or credit card statement (under 3 months old and not online print out)
Under 19's only	
Birth Certificate	Official letter from a school, college or university confirming attendance (Under 12 months old)
Provisional photo-card driving license*	Any document from the address verification list in a parent's name providing it is the same address as the under 19 year old person.
	Official letter from DWP confirming National Insurance number*

\* Documents marked with the asterisk can be used for either name or address verification but not both. †EU documents must be accompanied by a residence Permit from the Home Office.  
<sup>°</sup> Non EU documents must have a valid Visa

# Lost passbook declaration

## What next?

Please check the form has been completed in full and signed, then take the form and identification documents to your local Principality Branch or alternatively send to: Savings Department, Principality Building Society, Principality House, The Friary, Cardiff, CF10 3FA.

## 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 from the court
- If you are acting under Power of Attorney or Court of Protection you must provide identification for both yourself and any other signatories as well as the Power of Attorney document itself
- If you are acting as a guardian on a child's account, you and any other guardians must provide identification
- 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
- 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
- Copy documents will only be accepted if they are officially certified by a solicitor, a registered accountant, a bank official or an individual regulated by the Financial Conduct Authority and Prudential Regulation 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 NOT accept the following documents in any circumstances:

- Mobile phone, satellite and broadband bills
- TV Licenses
- Documents printed from the internet or a personal computer
- Out of date documents
- Unsigned passports or driving licenses
- P45s and P60s
- Photo-card licenses where the photograph has become invalid (photographs are valid for 10 years only)
- Counterpart to the photo card driving license.



**CALL US**  
0330 333 4000\*



**ONLINE**  
Principality.co.uk



**BRANCH**  
Pop in to see us