

One Box. One Place. All your valuables.

Metropolitan Safe Deposits

Proof of Identity



All customers are required to produce identification when opening an account with Metropolitan Safe Deposits (MSD). This includes any additional clients added at a later stage. Listed below, divided into two sections, are documents that are acceptable forms of identification. The list is not exhaustive and other forms of ID certainly in the case of addresses may be acceptable. If you are unsure about which documents should be presented when opening an account please email MSD at enquiries@metrosafe.co.uk.

A new/existing client will need to present one from each section:

Evidence of name (select one)

- Current signed UK passport
- UK National Identity Card (from 2009)
- Residence Permit issued by Home Office
- Current UK photo card driving licence
- Fire arms or shotgun certificate
- Serving armed forces Police or other Agency identification
- Freedom Pass issued by a London Borough for person(s) 60+ (only where a client does not possess a passport or photo driving license)
- Current signed EEA* or other countries passport
- EEA* or other overseas identity card
- EEA* photo card driving license

Evidence of Address (select one)

- Recent utility bill or bank/credit card statement
- Local Council tax bill for current year
- Current full UK driving licence (old style provisional driving licenses are NOT acceptable)
- Bank, building society or credit union statement or passbook containing current address
- Recent original mortgage statement
- Benefit book or letter from the Benefits Agency confirming the right to benefits
- Inland Revenue self-assessment or tax demand
- House or motor insurance certificate
- EEA* or other overseas identity card
- EEA* or other overseas electoral card
- EEA* or other overseas driving license
- EEA* or other overseas recent utility bill or bank/credit card

Business Accounts

In order to open a business account the following information needs to be provided:

- Description of the business
- Original certificate of incorporation
- Principal trading address
- Proof of principal trading address (taken from evidence of address listed above).
- Director/Partner or other executive officer of the Company must fully identify themselves.
- Any other parties to the account must be fully identified

Non resident Non EEA nationals

New Clients who are not resident in the UK or EEA* member state will always need to show their passport and one other form of identification selected from the evidence of address list.

UK & EEA Resident Not Present

If a client wishes to authorise a UK or EEA* national who does not attend the office but completes an authority form, the relevant identification document and proof of address should be submitted with the application form.

Other Country Resident Not Present

If a client wishes to authorise a non UK or EEA* national who does not reside in the UK and does not attend the office, photo copies of ID & proof of address are acceptable only where the copies have been legalised at the British Embassy or Consul in the country of origin or alternatively the embassy of the foreign national in the UK.

Important: If documents are not readable in English they will need to be translated and legalised at the British Embassy or Consul in the country of origin or alternatively the Embassy of the foreign national in the UK.

* EEA Countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK. (Switzerland is not in the EEA but its nationals have the same rights as EEA nationals)

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