

# **ID1 Solicitor for both Private and / or Corporate**

## **Need to find a solicitor to complete an ID1 Land Registry form?**

Black Norman Solicitors can assist you complete your ID1 / ID2 Land Registry forms for a fixed fee of £90.00 inclusive of vat per form.

## **When do you need an ID1 form?**

Identification checks are often required where a transfer of equity is being carried out for example, when co-habiting persons split up or in relation to a divorce settlement. The party coming off the deeds often does not want to have the expense of formal legal advice.

The Land Registry requires the person who is not legally represented to provide a completed Form ID1.

If any party to a transaction is not represented by a solicitor or conveyancer (and this includes any mortgagee, whether the mortgage is being created or redeemed, and buyer or seller, tenant or landlord and any other party who has a legal interest that will be affected by the transaction) and the person submitting the application is unable to certify in the application that he/she is satisfied as to the identity of that party. Also, if the person submitting the application is not a conveyancer they will need to submit form ID1/2 for themselves.

## **When Should the Form be Completed?**

The form should be completed and certified as early in the transaction as possible, but certainly prior to exchange of contracts. The person who will be submitting the application should make sure he/she has completed forms for each party prior to exchange as the application will be rejected without them.

# Completing the Form ID1 (Individual)

**ID1 form Section A is completed by the individual.**

**Points 1 – 10** are simply personal details.

**Point 11** - asks for the type of application. If the transaction is a sale/purchase then enter “transfer”, plus if a mortgage is being paid off enter “discharge” and if a new mortgage is being registered add “charge”, if the transaction is the grant of a lease add “lease” etc.

**Point 12** - the title number can be found in the official copies of the property. The address of the property goes on box 13 and at box 14 the person being identified signs and dates.

**ID1 form Section B is completed by a solicitor** who is required to meet you and view your original identification and certify a passport sized photograph. Once the transaction is completed the Land Registry may contact the solicitor to make sure that they have identified the person named.

**Section B** is for completion by the person certifying the identity and that person must either be a land registry employee, a solicitor, barrister, licensed conveyancer, legal executive, notary public or registered European lawyer. In the first section he/she must place a cross in the box which applies and section 2 is self-explanatory.

**Section 3** - Specifies which documents have been used to identify the person and must sign and date.

**Section 4** – requires a photograph certified on the back with **“I can confirm that this photograph is a true likeness of the person who provided the evidence set out in panel 3 above which I have inspected”** The solicitor must sign and date this.

The supporting identity documents which may be used to identify a party are either one document from the following list:

- Current valid full passport
- Current UK, EU, Channel Islands or Isle of Man photocard driving licence (not provisional)

or alternatively two items from the following list:

- Cheque guarantee card (Mastercard, Visa, American Express or Diners Club) or debit card (Maestro or Delta) issued in the United Kingdom supported by an original postal statement less than 3 months old
- Postal utility bill less than 3 months old
- Council tax statement for the current year
- Council rent book showing the rent paid for the last 3 months
- Postal mortgage statement for the year just ended
- Current firearm or shotgun certificate

These documents must be certified by a conveyancer or the land registry and attached to form ID1 (for an individual) or form ID2 (for a corporate body). The land registry will only certify documents in person and only at the time the application for registration is submitted so having this done by a solicitor is often a more convenient option.

A passport sized photograph signed by a conveyancer or the land registry will also be required.

## Completing the Form ID2 (Corporate Body)

**Section A** is for completion by the person being identified who is representing the company.

**Points 1 – 7** are simply personal/company details.

**Point 8** asks for the type of application. If the transaction is a sale/purchase then enter “transfer”, plus if a mortgage is being paid off enter “discharge” and if a new mortgage is being registered add “charge”, if the transaction is the grant of a lease add “lease” etc.

**Point 9** - the title number can be found in the official copies of the property. The address of the property goes on box 10 and at box 11 the person being identified signs and dates.

**ID1 form Section B is completed by the solicitor** certifying the identity and that person must either be a land registry employee, a solicitor, barrister, licensed conveyancer, legal executive, notary public or registered European lawyer. In the first section he/she must place a cross in the box which applies and section 2 is self-explanatory – please note the documents the person giving the certification must inspect in respect of the company.

**Section 3** – requires a photograph certified on the back with “**I can confirm that this photograph is a true likeness of the person who provided the evidence set out in panel 3 above which I have inspected**” The solicitor must sign and date this.