Client identity check record

Company	[Your company name]
Client code	[Client code]
Date	[Date]
Reference	[Reference]

[Note: This record supports your firm's legal duties under the Money Laundering Regulations 2017, and getting them wrong can be a criminal offence. Follow your firm's own risk assessment and policies and the guidance approved for your sector (for example from your professional body, the FCA or HMRC), and take advice if you are unsure. The Regulations are amended from time to time: check the current version before you rely on this form.]

[Note: Never tell the client, or anyone else, that you have made or are thinking of making a suspicious activity report. Do not record a suspicion on this form: follow your firm's internal reporting procedure instead.]

The client

Full legal name	[Client name]
Type of client	[Type of client]
Home or registered address	[Client address]
Date of birth (individuals)	[Client's date of birth]
Company, LLP or charity number	[Client company number]
Directors or senior managers	[Directors or senior managers]

Verifying identity

How identity was verified	[How identity was verified]
Identity document seen	[Identity document seen]
Evidence of address	[Evidence of address]
Checked by and date	[Your name], [Date]

[Note: Verify identity from documents or information from a reliable and independent source. For a company, also confirm its name, number, registered office and directors, and the law it is subject to. If someone acts for the client, verify that they are authorised to do so and verify their identity too.]

Ownership and control

Beneficial owners	[Beneficial owners]
Ownership checked against	[Ownership checked against]
Discrepancy with the register of people with significant control	[Discrepancy with the PSC register]

[Note: A beneficial owner is anyone who ultimately owns or controls more than 25% of the shares or voting rights, or who otherwise controls the client. For a trust, it includes the settlor, the trustees, the beneficiaries and anyone else who controls it. Do not rely on the register of people with significant control alone.]

The relationship and the money

Purpose and intended nature of the relationship	[Purpose and intended nature of the relationship]
Source of funds	[Source of funds]
Source of wealth (enhanced due diligence)	[Source of wealth]

[Note: Ask for evidence of the source of funds, such as bank statements or a completion statement, in proportion to the risk. For a politically exposed person, and for any other client needing enhanced due diligence, you must take adequate measures to establish both the source of funds and the source of wealth.]

Politically exposed persons and sanctions

The client, a beneficial owner, or a family member or known close associate of either, holds or has held a prominent public function in the UK or abroad: ☐

If so, the position, who holds it and when	[Political exposure, details]
PEP, sanctions and adverse media screening	[PEP, sanctions and adverse media screening]

[Note: If the client or a beneficial owner is a politically exposed person, senior management must approve the relationship, you must establish the source of wealth and source of funds, and you must monitor the relationship more closely. If screening matches a designated person on the UK sanctions list, do not proceed: stop, and follow your firm's procedure for reporting to the Office of Financial Sanctions Implementation.]

Client's declaration

1. The information I have given to [Your company name] for these checks is true and complete.
2. I am acting on my own behalf, or on behalf of the client named above and with its authority, and not for anyone else who has not been disclosed.
3. I will tell [Your company name] promptly if any of this information changes, including any change in ownership or political exposure.
4. I understand that [Your company name] is required by law to carry out these checks, may use electronic checks to do so, and must keep the records for at least five years after our relationship ends.

I confirm the declaration above: ☐

Signed for the client

Signature _____

Name _____

Position _____

Date _____

Risk assessment and approval

Level of due diligence	[Level of due diligence]
Client risk rating	[Client risk rating]
Reasons for the rating	[Reasons for the risk rating]
Conditions, or further checks needed	[Approver's notes]
Next review	[Next review due]

I have reviewed the checks recorded above. They meet our policies and the Regulations, and I approve taking on this client: ☐

Approved for and on behalf of [Your company name]

Signature _____

Name _____

Position _____

Date _____

[Note: Keep this record, the documents seen and the screening results for five years from the end of the relationship. Review the client's due diligence on the date above, and sooner if their circumstances or the risk change.]

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/anti-money-laundering-id-check