



RESIDENT FROM \_\_\_\_\_ TO \_\_\_\_\_

PREVIOUS ADDRESS  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

POST CODE \_\_\_\_\_

RESIDENT FROM \_\_\_\_\_ TO \_\_\_\_\_

The IFB is required to confirm your identity. Please enclose two of the following:

<b>Proof of identity</b>			
In order for us to confirm your identity, please provide one form of ID confirming your name and date of birth and another to confirm your address (You are unable to use one form of ID for both). Tick one in each column as appropriate. Photocopies are acceptable, please do not send in originals.			
<b>Name and Date of Birth Proof</b>		<b>Name and Address Proof</b>	
Current photo card driving licence		Utility / TV Licence or local authority bill (Utility bill issued within the last 3 months)	
Current signed passport		Mortgage / student loan statement (issued in the last year)	
Original Birth certificate		HMRC letter (issued in the current financial year)	
Official ID Card			
If you have been known by another name, please also include a copy of one of the following forms of identification. Tick as appropriate.			
Marriage licence		Deed poll notification	
Decree nisi		Decree absolute	

We will always attempt to verify your identity quickly and with minimum inconvenience to you. However, if we cannot be certain that you are entitled to disclosure of the information you requested, as permitted by the Data Protection Act, we will request further documentation to establish your identity.

It is our intention to respond to all requests **within one month** of a valid request being submitted. We may extend the response timeframe by a further two months if the request is considered complex. The intention to extend will be communicated within one month of receipt of the request.

Signature of person named in Section 1 above

DATE \_\_\_\_\_

RETURN TO IFB DSARs  
Linford Wood House  
6-12 Capital Drive  
Milton Keynes  
MK14 6XT

Or: [dsars@insurancefraudbureau.org](mailto:dsars@insurancefraudbureau.org)

Should you have any further queries, please do not hesitate to contact us.

HOW WOULD LIKE US  
TO RESPOND?

BY EMAIL		BY POST	
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