

Hello,

## Welcome to SKB Law - your family law specialists

We're a specialist family law firm with offices in Yorkshire and London. With over 20 years' client experience, we pride ourselves on providing great client service and trusted legal advice.

We advise and represent clients anywhere in England & Wales on a wide of range of issues relating to separation and divorce, such as:

- filing or responding to a divorce application
- issues relating to children and co-parenting
- agreeing a division of assets and financial settlements
- applications to protect you against abuse or harm
- nikah, Islamic divorce applications or overseas matters

Thank you for downloading our document checklist. It explains which documents we need to verify your identity and if relevant, start your divorce application. Please note, this list is designed as a guide. Every case is different. Some of the items listed may not be relevant to your situation. Your legal team will outline which documents you need to provide.

If you have any questions, please contact our office on 01274 727373. Our appointments are available in person, online or by phone.

Thank you and we look forward to the opportunity to work with you.



Sarah Khan-Bashir MBE  
**FOUNDER, SOLICITOR**

# Document Checklist

**SKBLAW**

FAMILY LAW  
SPECIALISTS

THE  
ACADEMY

## Proof of Identity

The law requires solicitors to verify the identity of their clients. You will need to provide:

- One document from list A (to establish ID) and;
- One document from list B (to establish address).



### List A - one item

- Current Signed Passport
- Current UK or EEA photocard driving licence
- Residence Permit issued by the Home Office to EEA national on sight of own country passport
- Photographic registration cards for self-employed people in the construction industry - CIS4
- Firearms or Shotgun Certificate
- National Identity Card containing a photograph
- EEA member state identity card (which can also be used as evidence for address)



### List B - one item

- Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months
- Bank, Building Society or Credit Union statement or passbook dated within the last three months
- Local authority council tax bill for the current council tax year
- Original mortgage statement from a recognised lender issued for the last full year
- Current UK driving license (but only if not used for the same evidence)
- Solicitor's letter confirming recent house purchase or land registry confirmation of address
- HMRC self-assessment letter or tax demand dated within the current financial year
- Electoral Register entry
- Local council or Housing Association rent card or Tenancy Agreement
- Benefit book or original notification letter from Benefits Agency (but not if used as proof of name)
- EEA member state identity card;
- House or motor insurance certificate

## Divorce Application

If you are filing for a divorce, there are certain documents which can help your legal team get started. Remember, every case is different, so your legal team will be able to provide you with a detailed list.

- **Identification:** the full legal name of both you and your partner, along with any aliases, dates of birth and national insurance numbers; any documents which can be used to verify your identity, such as your driver's licence, passport, or other citizenship or immigration documents.
- **Marriage Certificate:** a copy of your marriage and / or nikah certificate - including a copy of any certification / translation if your marriage took place overseas. Also note your date of separation, length of marriage, length of cohabitation and current living arrangement
- **Agreements:** if you and your spouse have signed a prenuptial, marriage, or cohabitation agreement, you should gather these documents;
- **Additional Paperwork:** If you have children, bring their birth certificates, passports, or adoption papers. Also search for any Wills, Power of Attorney, or Health Care Directives you may have.
- **Assets and liabilities:** write a list of your main assets and whether these items are owned by you or shared with your partner. Your legal representative will obtain more details during your application.