

SHAFTESBURY TOWN COUNCIL

*Delivering Excellence
across the Shaftesbury
Community*



PROOF OF LIFE POLICY

Date of Adoption: 16th January 2024

Last Reviewed:

Reviewed Date: January 2025



External Operations Policies

Background

A Certificate of Existence (also called a Proof of Life, Certificate of Life or Letter of Existence) is a document produced by foreign governments for pension and insurance companies that may request a trusted entity to confirm that an individual is still alive.

If you're a British, Irish, Commonwealth or European Union citizen and receive a pension from another country, we can provide a stamp on your 'Proof of life' / Certificate of Existence form to confirm your residency in the UK.

Policy

Each person named on the 'Proof of life' form will need to attend the Town Hall.

Required documents:

- the 'Proof of life' form that needs to be authorised, with an English translation
- a valid passport, driver's licence, bus pass or other photo ID
- one of the following to prove the current address:
 - a utility bill dated no more than 3 months before the date of attendance
 - a bank or building society statement dated no more than 1 month before the date of attendance
 - a council tax bill dated no more than 1 year before the date of attendance

STC officers are unable to sign and stamp a Certificate of Existence if the person cannot provide the above documentation and attend the council in person.

In exceptional circumstances, i.e. if a person is unable to leave their home, alternative arrangements can be arranged in consultation with the Town Clerk.

Fee

There is currently no fee for this service when this service is undertaken at the Town Hall. For a Proof of Life confirmation at any other premises the charge is £25.