

Your identity document checklist

Keep your original documents ready for the secure identity-check link we send you. Your website application gets the process started; the identity check follows separately.

01 Choose your photo ID

The usual document options for our digital check are:

- ☐ A current biometric or machine-readable passport.
- ☐ A current UK or EU photocard driving licence.

If you have a different type of ID, an expired document or need help with the digital check, tell us when we contact you. We will confirm which documents and checking route are suitable for you.

02 Photograph the original document

When your secure link arrives:

- ☐ Use the original document, rather than a photocopy, scan or screenshot.
- ☐ Take a clear colour photograph with all four corners visible. Keep text readable and avoid glare, blur or fingers covering the document.
- ☐ Follow the prompts for the photo page or both sides of a card, as requested.

Take the photographs within the secure check. Please keep ID images out of your website application and ordinary email.

Continue on page 2 for the face check and supporting evidence.

Completing your check

03 Complete the face check

You will be asked to take a photograph of your face and follow the on-screen instructions.

- ☐ Use a phone or another device with a camera, in a well-lit place.
- ☐ Complete the check yourself. The photograph must show the person named on the ID.

If you need assistance or cannot complete this step, contact us so we can discuss the next step with you.

04 Keep supporting evidence available

We may need more evidence to complete your check, particularly if your name or address cannot be confirmed.

- ☐ Address evidence may include a recent bank statement, utility bill or council tax statement. We will confirm the document and date requirements if needed.
- ☐ If your name has changed, we may ask for evidence such as a marriage certificate, civil partnership certificate or deed poll.

Supporting evidence does not automatically replace photo ID. We will explain what is needed for your circumstances and how to provide it securely.

Your address history

Companies House requires your home address and address history for the last 12 months. Start with your current address. If you moved during that time, include your previous addresses so every month is covered.

After the secure check

After you complete the secure check, we review the evidence and report successful identity verification to Companies House. Sending the form or finishing the digital check does not, by itself, complete that reporting step.

Read the Companies House identity verification standard.