

## **Why you need to verify your identity**

Identity verification is a new legal requirement. It will help to deter people intending to use companies for illegal purposes.

By law, you will need to verify your identity to confirm you are who you claim to be.

This will:

- reduce the risk of fraud
- improve transparency, trust and accuracy of information on the Companies House register

## **Who needs to verify?**

You'll need to verify your identity if you are:

- a director
- the equivalent of a director – this includes members, general partners and managing officers
- a [person with significant control \(PSC\)](#)
- an Authorised Corporate Service Provider (ACSP) - also known as a Companies House authorised agent
- someone who files for a company - for example, a company secretary

In most cases, you'll only need to verify your identity once. You must not verify again unless we tell you to.

## **How your information is stored and used**

To find out how your information is stored and used when you verify your identity with GOV.UK One Login, check the [GOV.UK One Login privacy notice](#).

So, before you get this process started, you will need to have your biometric passport from any country in front of you. This is essential to complete the process.

## **Step 1**

Head to this web page - [Verify your identity for Companies House - GOV.UK](#) and read the information on this site carefully. It has important information regarding the IDV process. You need to click on the button below;

**Verify your identity >**

The next web page will ask you to create a GOV.UK One Login. You need to create an account here to complete the IDV process. Click on the below button;

**Go to GOV.UK One Login**

Enter your personal email address that you would like to use to log in and click on "Continue".

Companies House will then email you a 6-digit code that you need to enter to proceed.

You can then create a password of your choice and enter it into the website.

Companies House will then ask you how you want to receive “Authenticator Codes”. These codes are sent you via text when you are trying to log into Companies House. Choose “Text Message” and then “Continue”

Then enter your Phone Number as required on the web page.

Companies House will then send you a 6-digit code via text to your Phone Number which you need to enter to proceed.

You have now created your GOV.UK One Login. Make a note of your Log In details.

## **Step 2**

Once you are logged into GOV.UK One, it will ask you if your identity has been verified for Companies House. See below;

### **Has your identity been verified for Companies House?**

You need to have verified your identity to use this service.

Yes  No

▶ [If you used GOV.UK One Login to verify your identity](#)

Continue

**(Important:** if you have not got this web page on the left, please go to this website - [Verify your identity for Companies House - GOV.UK](#) and log in again. This will take you through the right process)

You need to select “No” and then “Continue”.

The next Web Page will take you through the “routes” you can take to complete Identity Verification with Companies House. You are going to do Route 1: Use the GOV.UK mobile phone app as this is the easiest way forward. Click on “Continue” once you have read all of the information.

Next the web page will ask you where you live, you need to select “Another Country” and then “Continue”

It will then ask you if you have a passport with a Biometric Chip. Answer appropriately, for the sake of these instructions, we are assuming that you do have this feature.

Next up, the web page will ask you if you are using a computer, or a smartphone. Again, answer appropriately. You will eventually need to use your smartphone to complete the process.

Companies House will then ask you some questions regarding what smartphone you possess, you need to have a Iphone 7 or newer, or an Android Phone. Select what fits you and click “Continue”.

You will now have to download the GOVUK One Login app;

Download GOV.UK One Login

It should look like this;



Once you have downloaded the app and connected it to your GOV.UK One Login, please follow the instructions on the app and proceed to verify your identity. It will require you to scan the biometric chip inside of your passport using your phone, and then complete some facial recognition within the app to verify your identity.