

# Director and PSCs Identity Verification: Step-by-Step Instructions

As part of the new legal requirements, all Directors and PSCs must verify their identity. This is done through the **GOV.UK One Login** system. It's a one-time process and takes around 15 minutes if you have everything ready.

**Here's how to do it:**

## What you'll need before you start:

- A valid email address (and access to it)
- A mobile phone (for security verification and scanning documents)
- One of the following forms of ID:
  - Passport (preferred - must have a biometric chip)
  - UK Driving License
  - UK Residency Card or Permit

## Step-by-Step Process:

### 1. Start the GOV.UK One Login registration

- Visit the verification page (you'll receive a link or be directed via Companies House).
- Enter your email address - a code will be sent there to confirm access.

### 2. Create a secure password

- Choose and confirm a strong password to set up your login.



### 3. Set up two-step verification

You'll be asked to:

- Enter a **mobile phone number** to receive a security code,  
**OR**
- Use an **Authenticator App** on your smartphone.

### 4. Begin identity verification

- You'll be given the option to verify your ID **online** or via the **GOV.UK ID Check App**.

If using a computer/laptop, it will give you a **QR code** to download the app to your phone

### 5. Install and open the GOV.UK ID Check App

- Scan the QR code on screen or search for the app on your iPhone or Android.

### 6. Choose your device setup

- The app will ask if you're using:
  - A phone
  - A computer/tablet
- It checks whether you have a compatible iPhone or Android device for scanning your ID.



## 7. Verify your identity in the app

- **Take a photo** of your ID document (passport, driving license, or residency permit).

If using a **biometric passport**, you'll be asked to:

- **Scan the chip** inside the passport by placing your phone on it. Then, **take a selfie (face scan)** to match your face to your ID.

## 8. Return to the GOV.UK website

- You'll be taken back to the website to finish.
- You'll be asked to **confirm your current residential address**.

## You're done!

After completing the steps, you'll be given a **unique verification code**.

This code is personal to **you** - not to the company - and will be used to link your verified identity to your role.

## Tips for a smooth process:

- Have your **passport or ID ready**
- Use a **modern smartphone**
- Ensure you're in a well-lit room for the face scan
- Allow 15 minutes to complete the process without rushing

