



## Verifying your Identity with Companies House

Companies House has introduced a new ID verification process to increase security for registered companies. This is a new legal requirement to verify that you are who you say you are, aiming to reduce the risk of fraud and improve company transparency, trust, and accuracy.

Everyone who is a Company Director, or 'A Person with Significant Control' (PSC) of a charitable company, CIC, or social enterprise registered with Companies House is now required to verify their identity before the filing their company's next confirmation statement (for Directors) or within a 14 day period specified by Companies House for Persons with Significant Control.

The law comes into effect from **18 November 2025**, so act now to verify your identity before the deadline.

Once your ID has been verified, you'll be given a Companies House personal code. You'll need this code to do things like:

- File your confirmation statement.
- Register as a director, board member, or trustee.
- Register as a Person with Significant Control.

If you don't complete your ID verification and get your code, you won't be able to do these things from 18<sup>th</sup> November 2025.

**If you're already a director or PSC, you'll need your Companies House personal code to connect your verified ID to Companies House Records. It's a legal requirement to make sure your ID is linked to any roles you have.**

## Verifying your identity with Photo ID

In this guide we'll help you navigate that process and outline the steps you need to take to get verified.



Before you start, you will need:

- A biometric passport from any country (all British passports issued after 2006 are biometric).
- UK photo driving licence (full or provisional).
- UK biometric residence permit (BRP).
- UK biometric residence card (BRC).
- UK Frontier Worker permit (FWP).
- Your current address.
- The year you moved in.
- A GOV.UK One login (if you don't already have one, you can set one up [here](#)).

### What you need to do

**Please note** you'll need a smartphone or tablet to verify your ID this way. If you don't have a smartphone or tablet, you may have to get your ID verified in person (details on how to do this are outlined further along in this document).

You will also need to download the GOV.UK ID Check app to your phone.

1. Head to the verification page on GOV.UK [here](#). Make sure you have your GOV.UK One login and ID ready.
2. Click on 'Verify your identity' (green button) and then log in to your GOV.UK One account.
3. When asked if your ID has been verified, select 'No' and continue to enter your details when prompted.
4. You will be asked to scan your ID using the GOV.UK ID Check app and take a live selfie using the apps camera so it can be checked against the photo on your ID.
5. To finish checking your ID you'll be asked to enter your email address. You'll get a final confirmation code in an email, enter that code into the website when prompted to complete your ID verification.

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## Verifying online

If you have one of these documents and a GOV.UK One Login, you can verify your identity online [here](#). If you are having issues with this process or are struggling to verify your ID online, we can help you! Please call our Capacity Building Team on 01782 683030 or email [support@vast.org.uk](mailto:support@vast.org.uk).

## Verifying in person

You can verify your ID in person if you don't have a smartphone or tablet, but you will still need a GOV.UK One login and access to the internet.

1. Start the process online by logging in to your GOV.UK One account.
2. Follow the instructions on screen and enter your photo ID details as and when prompted.
3. If you want to get your ID verified at a Post Office, you can choose this option. You should then receive a verification letter via email that should include a list of valid forms of ID.
4. Take your verification letter and photo ID to a Post Office that offers in-branch verification.
5. The documents will be checked by Post Office staff and they will process them for you. They may need to take a photo of you to prove you are the same person as the one on your ID.
6. If they are positive you are who you say you are, they will complete the verification process for you.

For more information on verifying your ID at a Post Office, please click [here](#).

**Please note:** You must visit a branch that offers 'in-branch verification' services. Not all Post Offices do so please check before your visit. You can find our nearest Post Office with this service [here](#).



## If you don't have photo ID

If you don't have any form of photo ID or a biometric passport, you will need to get your ID verified in person through an Authorised Corporate Service Provider (ACSP).

An ACSP is usually a solicitor or accountant (and a Companies House authorised agent) and registered with a UK Anti-Money Laundering (AML) supervisory body. They can verify your identity on your behalf and will provide you with a list of suitable ID documents you can use. They will usually charge a fee for this service.

When verifying your ID this way, you will need to provide your:

- Full name and any former names.
- Date of birth.
- Home address (including your address history if you moved in the last 12 months).
- Email address.

Without Photo ID you will need to provide **at least two of the following forms of ID from Group A:**

- A passport or Irish passport card.
- A biometric identity card from the EU, Norway, Iceland or Liechtenstein
- A UK biometric residence permit (BRP).
- A UK biometric residence card (BRC).
- A UK accredited PASS card.
- A UK or EU driver digital tachograph card.
- UK, Channel Islands, Isle of Man and EU photocard driving licence (full or provisional).
- A UK HM Forces ID Card.
- UK HM Armed Forces Veteran Card.
- A UK Frontier Worker permit.

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- A photographic work permit (government issued).
- A photographic immigration document.
- Photographic visa
- A UK, Channel Islands and Isle of Man firearms licence.
- Another type of photographic ID listed on PRADO (opens in a new tab) – such as a National Identity Card (Pakistan), crew member certificate (South Africa), or Permanent Resident Card (USA).

If you can only provide one of these documents, you must also provide **at least one of the following forms of ID in Group B:**

- Your birth or adoption certificate.
- Your marriage or civil partnership certificate.
- An official non-photographic immigration document.
- A non-photographic visa.
- A non-photographic work permit.
- A bank or building society statement issued in the last 12 months.
- Your current UK local authority or social housing rental agreement.
- A mortgage statement for your current address.
- Council tax statement for your current address issued in the last 12 months.
- Utility bill for your current address issued in the last 12 months.

The ACSP will make sure that all your documentation is genuine, so you'll need to **provide original documents**. The ACSP you use will guide you through the process, and if they're able to verify your identity they'll submit the information to Companies House and complete the verification process for you.

More information on verifying your identity for Companies House is available on [GOV.UK](https://www.gov.uk).

If you need some support with verifying your identity, please call 01782 683030 or email [support@vast.org.uk](mailto:support@vast.org.uk).