How to verify your I.D. for Companies House

Step 1 – Set up your GOV.UK One Login

- Go to https://www.gov.uk/using-your-gov-uk-one-login and click “Sign in” on the next screen click “Create your GOV.UK One Login”.
- Enter your email address that you wish to use for the One Login services.
- HMRC will then send a 6 digit code to this email address, verify the code.
- Create a password for your account.
- Set up a method to receive security codes for each time you log in, this can be by text or authenticator app.
- Verify your chosen method using the code received by text or via an authenticator app.
- You have successfully created your One Login account, keep a copy of your password and email address used safe.

Step 2 – Verify your I.D. using the One Login account

- Follow this link https://www.gov.uk/guidance/verify-your-identity-for-companies-house scroll down and click on “Verify your identity”
- The next page will ask you to log into your GOV.UK One Login account, click on “Go to GOV.UK One Log in”
- The next page will ask for a security code sent to your email address linked to the One Login, enter the code and press continue.

- Answer No to “Has your identity been verified for Companies House?”
  - you are then given 3 options:
  Option 1 – Use the Mobile app which you can download using your phones app store, search for ‘GOV.UK One Login’ and download the app.
  Option 2 – Verify online without the mobile phone app.
  Option 3 – Verify in person at the Post Office.

- Option 1 – Is the simplest method which we will demonstrate here.
  Download the GOV.UK One Login app

- Download the app in your phones app store and sign in

- Go back to your web browser and press continue

- Answer the question “Where do you live?”

- On the next page it asks what type of ID you have and if it can be used.
  Choose yes or no. But ideally yes with either a passport or drivers licence, you must have the original to hand, not a photocopy.

- Answer the next question “Are you on a computer or a tablet right now?”

- If you are on a phone it should link to your app, if you are on a computer it will ask you to open the app on your phone. Once open you will see the option to “Continue to prove your identity”.
  It will ask you to take a photo of the picture page of your passport within the white frame shown on your screen.
  Then place the back of your phone on the front of your passport to scan the chip.
  You will then have to hold you phone up to your face for the face scan.
  Once complete go back to your PC or continue in your phones web browser.

- Enter your postcode and find your address and confirm the details. These details are then checked.

- You will now receive your Companies House personal code.
  This code is to be used for all engagements you have, please do not request a code for each individual company you are a director or PSC of.

- Send us your code to ensure we can make all future filings on time.