## **The Verification Process**

## How do I verify the Identity Documents?

When you enter OnlineDisclosures the site opens on the Awaiting Verification tab. Click on the applicants' name that you wish to verify.

You will be asked to confirm the applicants Current Nationality and their Position.

You will then be asked to answer **Yes** or **No**, as appropriate to the question, '**Have the above documents Been provided?**'

If **Yes**, you will be asked to enter specific information in relation to each of the documents

If **No**, select the ID from Group 1 and Group 2a/b that the applicant has provided and verify the documents as above/

Sirst Advantage OnlineDisclosures	Identity Document Verification	Identity Document Confirmation	DBS Check Details	Verification Confirmation
	Inspe	ctor Test Test		
Please Verify the Following 3 Docum	ients	Name	Details	
1. Birth certificate - issued at time of birth (G	iroup 1)	Forenam	ie: Test	
<ol> <li>Bank/Building Society Statement (UK and (Group 2b)</li> </ol>	Channel Islands or EEA)	Middle:		
3. Bank/Building Society Openies Confirmation (Group 2b) (Group 2b)	an Lotter ILIK or EEA)		Test	
Birth certificate Date of issue	te – issued at time	of birth	faiden	
DD/MM/YYYY DD/MM/YYYY	e.g. 31/	01/1980	tails	
Date of Birth				
DD/MM/YYYY Date of Birth				
DD/MM/YYYY	e.g. 31/	01/1980	GB	
Accept Birth c			<i>r</i> :	
The applicant has a	certificate – issued at t	time of birth	Address & Contact I	Details
The applicant has	not supplied this form	of ID	Park Close KAM	

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It is important when verifying to ensure all details supplied, name history, full address etc. that have been entered by the applicant matches the ID, otherwise the disclosure check cannot be relied on.

If there are discrepancies, the application will need to be rejected back to the applicant to amend the incorrect personal details.

## How and why do I reject an application?

From within the application, click the **Reject application** button. There are two options to choose from.

**Personal Details Incorrect** - During verification, discrepancies are found between the ID presented and the personal details entered by the applicant, the application should be rejected for **Personal Details Incorrect**. This will allow to applicant to sign in, amend and resubmit the application.

Withdraw application	Reject application
Are you sure you wish to i	reject this application?
Reason	
Personal Details Incorrec	ct 🗸
Notes	
Reject Cancel	

**Insufficient/incorrect ID** - ID supplied by the applicant does not correspond with their personal details, e.g. previous address and/or out of date document, select the option for

**Insufficient/incorrect ID**. This will prompt the applicant to supply further ID but does not allow them to make any changes to the personal details supplied.

Select the reason for rejecting the application and add a note to explain why and explain what the applicant needs to do next.