POST OFFICE VERIFICATION PROCESS

The Post Office can verify your documents if you are not able to meet up with a club verifier in person. Please follow the steps below to verify your documents at the Post Office:

First Advantage | OnlineDisclosures

Step 1: Selecting ID for Post Office Verification

Please note, the default verification method will be set to Post Office. Please only change this to 'Organisation' if you wish to meet with a local verifier.

1. Select your position from the drop down list.

2. Select your Current Nationality

2. Click **Select verification documents**.

If there is **no** position that describes your role, or you are unsure which role to select, please contact your organisation directly.

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Step 2: Selecting ID for Post Office Verification (Group 1)

1. Select the ID that you wish to use for verification from Group 1.

2. Enter the details requested.

It is **important** to enter the **exact information** for each document.
If the details entered **do not** match the ID shown at the Post Office, the Post Office will be unable to process the application for you.

3. Repeat for all ID document you wish to provide from this group.

To de-select a document, click Change

4. If **no** green bar appears, click '**View Group 2 Documents'.**

If you have selected sufficient ID a green bar will appear at the top of the page.

Group 1

Current valid passport
[Select]

Current UK, Channel Isles or Isle of Man driving licence – photo card
Full or provisional. All licences must be valid in line with current DVLA requirements
[Change]

Please complete the information for this document below.
Driving Licence Number
123456789

Date of Birth
01/01/1980   e.g. 31/01/1980

Valid from date
01/02/2015   e.g. 31/01/1980

Country of Issue
United Kingdom

Birth certificate – issued at time of birth
UK and Channel Islands - Including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
[Select]

Biometric residence permit (UK)
[Change]

Please complete the information for this document below.
Date of Issue

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Step 3: Selecting ID for Post Office Verification (Group 2a/b)

1. Select the ID from Group 2a/2b you want to use for your ID verification

2. Enter the details requested

It is **important** to enter the **exact information** for each document. If the details entered **do not** match the ID shown at the Post Office, the Post Office will be unable to process the application for you.

A **green** bar will appear at the top of the page when sufficient ID has been selected.

3. Tick all **3** boxes to confirm that you have selected sufficient ID for verification.

4. Click **Proceed to Step 4**

Step 4: Completing the Summary – DBS Details

DBS Details – You will **not** see this section if your application will be processed by Disclosure Scotland

DBS Profile Number

If you have completed an application for a DBS check in the past then you may have a DBS profile number. If you are unsure, you can contact the DBS directly or answer No to this question.

Paper Certificate?

You have the option to select if you would like to receive a paper certificate and where you want this paper certificate to be sent.

If you choose to receive a paper certificate you must specify the address you want the certificate to be sent to. This can be your current address or another of your choosing.

Alternatively you can select to only receive an online certificate. If this option is selected, it is NOT possible to print the certificate.

If you are unsure on whether it is best to receive a Paper Certificate or not and where this should sent to please contact your organisation. Selecting the wrong options here could impact on the length of time it takes the organisation to make the recruitment decision.

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Step 5: Confirmation: Post Office Verification

You have now completed the Application. You must now have your ID documents verified at the Post Office in order for your application to continue being processed.

1. In order to have your ID verified, you must print out the ID verification form and take this to the Post Office, along with the ID listed.

2. To Print the ID Verification Form, Click **Print Document Selection**

The ID Verification form will open in a PDF file. You can either print it directly from the PDF or save the document to your desktop.

3. Click **Sign Out**

Payment: Any payments required should be made at the Post Office once they have verified your ID.

To locate the nearest Post Office to you that does this, go to
http://www.postoffice.co.uk/branch-finder
Enter a postcode and select 'CRB & ID Verification Service'

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