

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:

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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.



The screenshot shows a progress bar at the top with five steps: 1. About You (checked), 2. Contact Details (checked), 3. Verification Documents (active), 4. Summary, and 5. Confirmation. Below the progress bar, the form is titled 'Verification Method' and includes a sub-heading 'Please confirm your verification method as we can determine the verification documentation required.' There are two main sections: 'Verification Method' with a dropdown menu set to 'Post Office' and 'Organisation', and 'Current Nationality' with a dropdown menu set to 'Choose country...'. A blue button labeled 'Select verification documents' is at the bottom, and a 'Back to step 2' link is below it.

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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 Change
Full or provisional. All licences must be valid in line with current DVLA requirements


Please complete the information for this document below.


Driving Licence Number

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

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

Country of Issue

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

 Biometric residence permit (UK) Change
Please complete the information for this document below.

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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**

The screenshot shows a web form for selecting identification documents. At the top, a green bar with a checkmark and the text "You have selected enough items of documentation, proceed to step 4 below. [Jump to bottom of the page](#)" is visible. Below this, there are two sections: "Group 2a Documents" and "Group 2b Documents".

Group 2a Documents includes the following options:

- Birth Certificate (UK or Channel Islands)
Issued 12 months after date of birth
- Driving Licence (UK non-photo, old style driving licence)
- Marriage/Civil Partnership Certificate
(UK, Channel Isles or Isle of Man) accompanied by associated counterpart licence
- Current Non-UK Photo Driving Licence
Valid only for applicants residing outside the UK at the time of application
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Firearms Licence (UK)

Group 2b Documents includes the following options:

- Issued within the last 3 months
 Bank/Building Society Statement (UK or EEA)
Date of issue
DD/MM/YYYY e.g. 31/01/1980
- Date of issue
DD/MM/YYYY e.g. 31/01/1980
- Utility Bill (UK)
Electricity, gas, water, telephone. Not mobile phone bill
- Benefit Statement e.g. child allowance, pension statement (UK and Channel Islands)
(UK and Channel Islands) eg from Dept of Work and Pensions.

A confirmation box is overlaid on the form with the following text:

Please confirm the following

- At least one of the documents selected contains a current address
- At least one of the documents selected contains a date of birth
- Documentary evidence was provided for all name changes where available

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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 be 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.

The screenshot shows a form titled "DBS Details". It contains the following elements:

- Section title: "DBS Details"
- Text: "Do you have a DBS profile number?"
- Text: "Pending this DBS Profile Number Help Text"
- Radio buttons: "Yes" and "No" (the "No" option is selected)
- Text: "DBS profile number"
- Text input field: A rectangular box for entering the profile number.
- Text: "Do you wish to receive the paper certificate?"
- Radio buttons: "Yes" and "No" (the "No" option is selected)
- Text: "Receive paper certificate at current address?"
- Radio buttons: "Yes" and "No" (the "No" option is selected)

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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.

The screenshot shows a progress bar at the top with five steps: 'About You', 'Contact Details', 'Verification Documents', 'Summary', and 'Confirmation'. The 'Confirmation' step is highlighted with a yellow circle and the number 5. Below the progress bar, the text reads: 'Your application has been submitted for verification. You have selected the following identity documents: Passport, Birth Certificate more than 12 months from DOB, Bank or Building Society Statement. What happens next? Please complete the following steps: Print your ID VERIFICATION SERVICE form following the instructions below. Please ensure the form is: Printed in Black and White, Printed to full scale, Printed on A4 white paper. Take original ID (photocopies and internet downloads not acceptable) together with a print out of the ID VERIFICATION SERVICE form to a participating Post Office® branch before 21/06/2015. After this date you will need to resubmit a new application. Payment requirements are specified on your ID VERIFICATION SERVICE form. Please be aware this service is not available at all Post Office® branches. A list of participating www.postoffice.co.uk/. At the bottom, there are two buttons: 'Print document selection' and 'Sign out'.

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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