

Key Considerations for Companies House Identity Verification

Preparing the relevant information in advance can help make the identity verification process more straightforward and ensure that important compliance deadlines are not missed.



Who Needs to Complete Verification?

Identify the directors and PSCs within your business or group who are required to verify their identity. Businesses with several companies should review each entity and the roles individuals hold across the group.



When Is Verification Required?

Check the relevant deadline for each individual rather than assuming everyone must complete the process at the same time. The timing can depend on the individual's role and existing Companies House filing requirements.



Identity Documents

Make sure each individual has suitable identification available to complete the required checks. We can explain what information and evidence will be required before starting the verification process.



Companies House Records

Check that names and other personal details held by Companies House are accurate and consistent with the information being provided for verification. Differences in records may need to be addressed before or alongside the process.



Email Addresses

Each individual should provide an email address they can access directly. Companies House uses this address to send information relating to successful verification and the individual's personal code.



Personal Codes

Consider who within the business will need access to an individual's Companies House personal code for authorised filings. Personal codes should be kept secure and only shared with trusted people who need them.



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