

# Companies House Identity Verification Checklist (2025)

Follow these steps to complete the new Companies House identity verification process, required for directors, PSCs, and agents.

## Step 1 — Create a Companies House Account

- Go to: <https://find-and-update.company-information.service.gov.uk/> and select 'Sign in / Register'.
- Use your email address to create an account and verify it via the confirmation email.

## Step 2 — Start the Verification Process

- Log in and select 'Verify your identity'.
- Choose whether you are verifying yourself or acting as an agent for a client.

## Step 3 — Upload Your ID Document

- Provide a valid passport, driving licence, or national ID card.
- Take or upload a live photo (selfie) for facial matching verification.

## Step 4 — Link Verification to Your Company

- After successful verification, log in and link your verified ID to your company using its company number.
- You'll receive a personal identifier linked to your role.

## Step 5 — Confirmation

- Once verified, your Companies House account will show your verified status.
- You can now file documents, form companies, or be appointed as a director.

## Step 6 — Verification via Authorised Agent (Optional)

- Agents such as accountants or solicitors can verify your identity through AML-compliant checks.
- Your agent will confirm your verification directly with Companies House.

## Step 7 — Keep Verification Current

- Update your personal details if they change (e.g. new passport or name change).
- You may be required to reverify in certain cases.

■ Use this checklist to ensure full compliance with Companies House identity verification requirements.