disclosure services
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IDENTITY VERIFICATION IN PERSON

There are two options for 'in person' validation of an applicant's ID:

1. ID validation has or will take place as part of reviewing the application (please see **Route 1**)
2. ID validation will take place at a later date (please see **Route 2**)

ROUTE 1 - ID validation has or will take place as part of reviewing the application

- Check the **'Evidence of Identity'** section ensuring that the documents are genuine and have no sign of tampering. Also check that the information provided on the application is correct and matches the documents i.e. **date of issue**, **expiry date** and the **document number.**
- If the information is correct, accept the application by clicking the **'Accept'** button.
  *(If the information is incorrect, click the '**Edit**' button, navigate to the '**Evidence**' section of the application, make the necessary changes and Submit the application. The application can now be found in your '**Awaiting review**' pool or within your '**Applications**' tab)*
- Confirm that you have done the check in person and you have checked the identity documents.
- Read and tick the declarations relevant to the application and click **'Accept and Certify Application'.**

The application has been sent to Disclosure Services for verification

ROUTE 2 - ID validation will take place at a later date

- Navigate to the **'Awaiting Internal Certify'** pool
- Check the **'Evidence of Identity'** section ensuring that the documents are genuine and have no sign of tampering, also check that the information provided on the application is correct and matches the documents i.e. **date of issue**, **expiry date** and the **document number.**
- If the information is correct, accept the application by clicking the **'Certify and Submit to Disclosure Services'** button.
  *(If the information is incorrect, click the '**Edit**' button, navigate to the '**Evidence**' section of the application, make the necessary changes and Submit the application. The application can now be found in your '**Awaiting review**' pool or within your '**Applications**' tab)*
- Confirm that you have done the check in person and you have checked the identity documents.
- Read and tick the declarations relevant to the application and click **'Certify Application'.**

The application has been sent to Disclosure Services for verification

Please note: *If you are unable to confirm the ID documents, you can always select '**No (verify later)**' option after accepting the application.*
*The application will move to '**Awaiting Internal Certify**' pool or the '**Awaiting Review**' pool depending on the certification type (Internal/External)*