disclosure services
Expert Support. Informed Clients. Clear Decisions.

CERTIFIER NAME

It is a legal requirement that all applications are Certified by a person.

Please ensure that your account has the correct information saved for each user.

HOW DOES IT WORK

Identity Verification

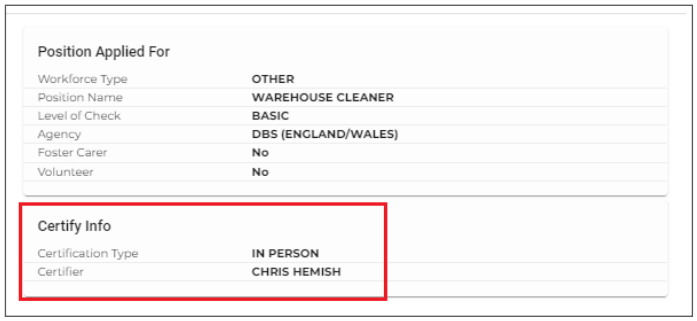
When an application has been submitted to the organisation for review (these can be found in your ***Awaiting Review*** pool and will have a status of ***Pre Certify Processing Required***), it is the organisation's responsibility to ensure that the identity information provided by the applicant on the application form is correct and matches the information on the original documents.

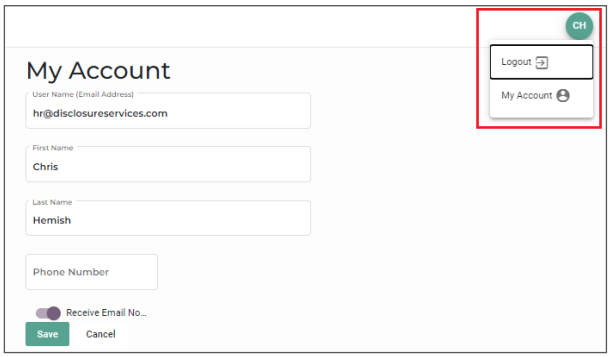
You must also ensure that the ID documents are originals and not copies, that they have no sign of being tampered with and belong to the applicant that is completing the application.

Certification

Upon pressing the "**Accept**" button, you will be asked if you have certified the ID documents or if this is going to be done at a later date (e.g. by someone else) and whether this process has been done in person or via video call/email.

Once the application is submitted to us, you will be recognised as the certifier. The system will automatically update the application form with the name saved within your account.





Applications that are certified by an **Organisation**, **Department** or by somebody with the **Same Name** as the applicant will be rejected back for amendment. The same applies to applications that have no certifier name due to there being no information within the "**My Account**" section.

Please take some time and ensure that your account has all of the correct details saved for your user(s) by clicking on the green circle on the right top corner of your portal and selecting the "**My Account**" option.