



Guide to Companies House identity verification requirements

August 2025

Part 1 - Overview

Introduction

Under the Economic Crime and Corporate Transparency Act 2023, the following people will be in-scope for the first wave of mandatory identity verification with Companies House (the UK company registry):

- all directors of a UK company (other than corporate directors)
- all people with significant control of a UK company or a UK limited liability partnership (**PSCs**) (the meaning of this term is considered further below)
- all members of UK limited liability partnerships (other than corporate members).

Verification is expected to be a one-off exercise for each individual, regardless of the number of companies or LLPs in relation to which they require identity verification, with re-verification only required in a very narrow range of circumstances such as where fraud is suspected.

Timing

The first wave of compulsory requirements for identity verification will come into force on **18 November 2025**.

However, individuals are able to voluntarily verify their identities in advance of that date. Since Companies House estimates that more than 7 million people will need to go through these checks, companies may want to start the process early and make use of the interim period before identity verification becomes compulsory.

Deadlines – first wave

The initial wave of deadlines for identity verification will be as follows:

- o **new directors:** from 18 November 2025, any new director must have their identity verified before they can be appointed as a director (this does not apply to corporate directors)
- o **existing directors:** from 18 November 2025, any existing director must have their identity verified before the company next files its annual confirmation statement (this does not apply to corporate directors)
- o **new PSCs:** from 18 November 2025, any new PSC must have their identity verified within 14 days of becoming a PSC
- o **existing PSCs:** from 18 November 2025 (i) any existing PSC who is not also a director of the company must have their identity verified within 14 days of the first date of their birth month (eg if the person's birthday is 22 January, the 14 day period will begin on 1 January 2026), and (ii) if the PSC is also a director of the company, then the deadline for identity verification in their capacity as a PSC will be 14 days from the company's confirmation statement date
- o **LLP members:** the deadlines will work in the same way as for company directors (this does not apply to corporate LLP members).

Second wave

Companies House has stated that it intends to introduce compulsory identity verification requirements for the following categories at a later date:

- o a "relevant officer" of any company which is a registrable "relevant legal entity" (RLE) with respect to a UK company (the meaning of these terms is considered further below)
- o people who submit information to Companies House (from Spring 2026)
- o UK limited partnerships
- o corporate directors of UK companies
- o corporate members of UK limited liability partnerships.

Unique identifier code

Once an individual has verified their identity, they will be provided with a unique identifier code. This unique identifier code will need to be provided to Companies House for each separate company and each separate role for which the person needs to have their identity verified. For example, if an individual is both a director and a PSC of a company, the unique identifier code will need to be provided to Companies House for both of those roles.

The individual whose identity has been verified does not need to be the person to submit the unique identifier code to Companies House. This can be done by the company secretary or other person who submits documents to Companies House on behalf of the company. Therefore, once an individual has their unique identifier code, they may wish to provide this to the company secretary or equivalent.

PSCs, RLEs and relevant officers

UK companies have since 2016 been required to maintain a register of registrable PSCs and RLEs and to notify Companies House of any updates to this register (commonly known as a PSC register). While the Economic Crime and Corporate Transparency Act 2023 will remove the obligation for a company to maintain a PSC register (from 18

November 2025), companies will still be obliged to inform Companies House of changes to their PSCs and/or RLEs and this information will still appear on the Companies House website. Therefore the incoming requirements for PSCs and a relevant officer of RLEs to have their identities verified (and the consequences of non-verification) will cause the identification of PSCs and RLEs to be as important as ever before.

The rules which determine who is a PSC or RLE are complex. Please see RPC's separate guide to people with significant control which helps companies to identify their PSCs and RLEs.

Where an RLE is a company the "relevant officer" of that RLE is a director of the RLE whom the RLE has notified to Companies House as being the relevant officer.

Where an RLE is not a company, the relevant officer must either be a member who manages its affairs or an officer whose functions correspond to that of a director.

Consequences of failing to carry out identity verification

Once compulsory requirements are in force, **people who are required to verify their identity and do not do so will commit a criminal offence**. If a director or an LLP member fails to verify their identity by the relevant deadline, the company or LLP and every officer of that company or LLP will also be committing a criminal offence.

In addition, incorporation of any new company without verified directors will be rejected and individuals whose identities are not verified will not be able to be appointed to new directorships.

Part 2 – How to verify identities

How can identity be verified?

Individuals can verify their identity either:

- directly with Companies House through GOV.UK One Login (using the following link: <https://www.gov.uk/guidance/verify-your-identity-for-companies-house>), or
- at a UK Post Office, or
- through an authorised corporate service provider (an **ACSP**).

Using GOV.UK One Login

To verify identity using the GOV.UK One Login, an individual will need to:

- using a smart phone, follow the link above and click on the green "Verify your identity" button
- then, when prompted, provide their email address and create a password
- then follow a series of simple on-screen instructions, which will include uploading a picture of their photo ID and taking a scan of their face.

Acceptable forms of photo ID are listed on the Companies House website, but the most common ones are:

- a biometric passport (from any country)
- a UK photo driving licence.

The Companies House website also lists the technical specifications needed for the smart phone, but generally the following will work:

- o any iPhone 7 or later running iOS15 or later, or
- o any Android phone running Android 10 or later.

At the end of the identity verification process, the individual will be provided with their unique identifier code. This will not be sent on an email but will be shown on screen, so the individual should take a note of it. In the event that the record of this unique identifier code is lost, it will be recoverable by logging back in to GOV.UK One Login using the email address and password referred to above.

Verifying identity using the GOV.UK One Login is free to use and takes about 10 minutes overall. It is recommended as the quickest and easiest way to verify identity.

However, if an individual is not able to use the GOV.UK One Login (for example, because they do not have a form of acceptable photo ID), then there are other options, as set out below.

At a Post Office

To verify identity at a Post Office, an individual will need to:

- o enter details from their photo ID using GOV.UK One Login
- o then go to a Post Office that offers "[in branch ID verification](#)", where the Post Office will scan the individual's photo ID and take a photo of them.

Companies House website lists the forms of acceptable photo ID, but the most common ones are:

- o a passport (from any country, and which need not be biometric),
- o a UK photo driving licence, or
- o an EU photo driving licence.

Following the visit to the Post Office, the individual will have their unique identifier code emailed to them.

Using an ACSP

Although RPC expects to become an ACSP for other purposes, RPC is not able to provide an identity verification service. However, RPC can provide contact details for other ACSPs who can provide this service on a charged basis.

The process for verifying identity through an ACSP usually takes place online, including online checks of the individual's identity documents.

Following completion of these checks, the ACSP registers the individual's identity verification at Companies House and the individual's unique identifier will be emailed to them.

This route provides an alternative for individuals who are unable to follow the direct route through the GOV.UK One Login (because, for example, they are located overseas and do not have a biometric passport) to verify their identities.

Unique identifier code

As noted above, once an individual has their unique identifier code, this will need to be provided to Companies House for each separate company and each separate role for which the person needs to have their identity verified. The submission of the unique identifier code does not need to be done by the individual who has had their identity verified but can be done by a company secretary or other person who submits documents to Companies House on behalf of the relevant company.

Points to watch

If the surname of an individual registered at Companies House is different from that which shows on their photo ID document (eg because they use a different surname for work), they should verify their identity using the surname on their photo ID but the submission to Companies House will need to explain why the name is different (there will be a field for this in confirmation statements).

During the verification process, Companies House will check the date of birth they have registered for each individual. It is therefore important that each individual has the correct date of birth registered at Companies House because any inconsistencies (eg where a date was input using the American format) could prevent the verification from being approved.