The Verification Process

How do I verify the Identity Documents?

When you enter OnlineDisclosures the site opens on the Awaiting Verification tab. Click on the applicants' name that you wish to verify.

You will be asked to confirm the applicants Current Nationality and their Position.

You will then be asked to answer **Yes** or **No,** as appropriate to the question, '**Have the above documents Been provided?**'

If **Yes**, you will be asked to enter specific information in relation to each of the documents

If **No**, select the ID from Group 1 and Group 2a/b that the applicant has provided and verify the documents as above/

It is important when verifying to ensure all details supplied, name history, full address etc. that have been entered by the applicant matches the ID, otherwise the disclosure check cannot be relied on.

If there are discrepancies, the application will need to be rejected back to the applicant to amend the incorrect personal details.
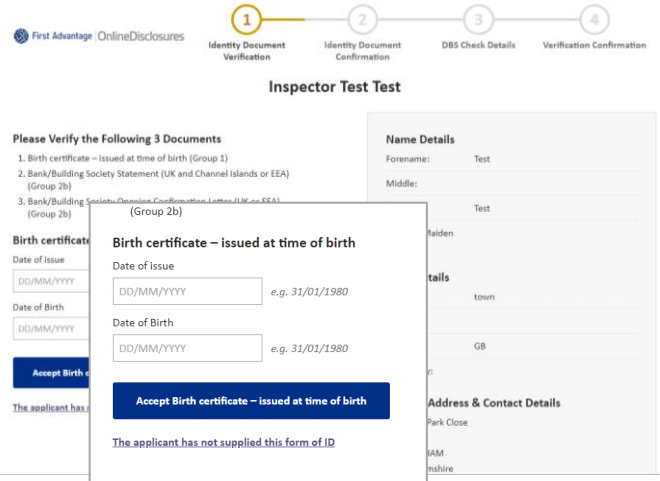
## How and why do I reject an application?

From within the application, click the **Reject application** button. There are two options to choose from.

Personal Details Incorrect - During verification, discrepancies are found between the ID presented and the personal details entered by the applicant, the application should be rejected for **Personal Details Incorrect**. This will allow to applicant to sign in, amend and resubmit the application.

Insufficient/incorrect ID - ID supplied by the applicant does not correspond with their personal details, e.g. previous address and/or out of date document, select the option for **Insufficient/incorrect ID**. This will prompt the applicant to supply further ID but does not allow them to make any changes to the personal details supplied.

Select the reason for rejecting the application and add a note to explain why and explain what the applicant needs to do next.
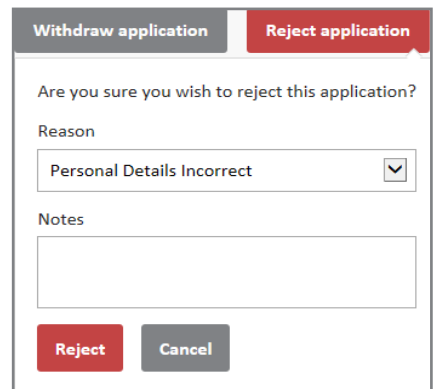
Click to view

The Full Verification Process User Guide