

THE REGISTRARS' (IDENTITY VERIFICATION BY THE REGISTRAR) RULES 2025

Made 24 January 2025
Coming into force 25 February 2025

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SCHEDULES

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The registrar makes the following rules in exercise of the powers conferred by the enactments specified in Schedule 1.

PART 1 GENERAL INTRODUCTORY PROVISIONS

Commencement

1. These rules come into force on 25 February 2025.

Application of these rules

2. These rules apply to applications for identity verification delivered to the Registrar on or after 25 February 2025.

Definitions and general interpretation

3. (1) Defined terms used in these rules and their meaning are contained in Schedule 1
- (2) Unless the context otherwise requires-
- (a) references to sections are to sections of the Companies Act 2006;
 - (b) a reference to a “rule” or “rules” is a reference to these Registrar’s (Identity Verification by the Registrar) Rules 2025 and a reference to a numbered rule, Chapter, Part or Schedule is to the rule, Chapter, Part or Schedule so numbered in these rules;
 - (c) references to delivering a document include submitting or sending it;
 - (d) a reference to an Act includes a reference to any subordinate legislation made under that Act;
 - (e) a reference to legislation or a legislative provision is a reference to the legislation or legislative provision as may subsequently be amended
 - (f) words in the singular include the plural and vice versa.
- (3) Unless the context otherwise requires, information referred to in these rules as being specified, described, accessible or available on or through the website is included in and forms part of these rules and any reference to the website is a reference to the website as may from time to time be amended

Method of identity verification

- 4.(1) This rule applies to every application for identity verification by the Registrar.
- (2) An application for identity verification by the Registrar must be completed and submitted using one of the channels set out in these rules.
- (3) The Registrar, when giving an individual a reverification notice, may direct the individual to:
- (a) use a particular route to verification,
 - (b) use a particular method of verification,
 - (c) provide particular evidence, and/ or
 - (d) answer additional questions

in order for their application to be determined.

Using the service

5.(1) This rule applies to every application to the Registrar for identity verification.

(2) The applicant must:

- (a) have access to the internet;
- (b) have an email account that has not previously been used for this purpose by any applicant and which uses the email address required at rule 8;
- (c) be a registered user of CHS (information about the registration process is available on the website <https://resources.companieshouse.gov.uk/serviceInformation.shtml>);
- (d) have the required information and evidence to support their application for identity verification as set out in Part 2.

Authentication: general provisions

6.(1) This rule applies to every application.

(2) Authentication will be by way of the attribution of a subject unique reference and the email address mentioned at rule 8 to the application.

Communications

7.(1) Communications from the Registrar relating to or arising from the delivery of an application shall be sent only in electronic form. This includes the issuing of unique identifiers.

PART 2

REQUIRED INFORMATION

Required contact information

8.(1) The applicant, when applying under Part 3, 4 or 5, must provide a suitable email address that has not previously been used for this purpose by any other applicant.

(2) The applicant, when applying under Part 6, must provide the email address used pursuant to rule 8.(1).

Required personal information

9.(1) In addition to the required personal information in regulation 4 of the Regulations the applicant must provide their home address. The applicant may be required to provide previous home addresses if they have been resident at their current home address for less than 12 months.

Required evidence

10.(1) The applicant must provide the required evidence in accordance with the following rules and tables. The evidence needed will depend on the route the applicant takes.

(2) Applicants must not provide:

- (a) expired evidence, unless permitted in the table below
- (b) foreign equivalent of evidence if a particular jurisdiction(s) is indicated in the table below.

(3)

Using the GOV.UK One Login ID Check app	Using the GOV.UK One Login web service	Using the GOV.UK One Login face to face service
Passport with a biometric chip, not expired	UK passport, up to 6 months expired	Passport with a biometric chip, up to 18 months expired
UK photocard driving licence, full or provisional	UK photocard driving licence, full or provisional	Passport without biometric chip, supported countries only, up to 18 months expired
UK biometric residence permit, up to 18 months expired	UK bank account supported by a UK National Insurance Number	UK and EU photocard driving licence, full or provisional
UK biometric residence card		UK biometric residence permit, up to 18 months expired
UK Frontier Worker permit		National identity photocard from an EEA country, standardised chipped biometric cards only

Registrar's ID Check for eligible customers		
The registrar will require different documents according to the required information provided during the application. This will either be: • two pieces of evidence, one primary document and one supporting document, or • three pieces of evidence: one primary document, one secondary document and one supporting document		
The primary item of ID required by the registrar will be determined by the ID templates available in relation to ID issued by the relevant jurisdiction. Details will be provided by the registrar during the application process.		
Primary	Secondary	Supporting
Passport (expired up to 18 months)	Passport (expired up to 18 months)	Bank or building society statement

Driving licence	Driving licence	Education or official qualification record
National identity card	National identity card	Employment record
	Bank or building society statement	Health record
	Birth or adoption certificate	Insurance policy
	Immigration document	Mortgage statement
	Insurance policy	Rental agreement
	Marriage or civil partnership certificate	Utility bill
	Mortgage statement	
	Rental agreement	
	Utility bill	

(3A) When using the Registrar's ID Check for eligible customers – examiners service, the applicant must provide translations and transliterations of primary, secondary and supporting documents if they were not issued in English. The applicant must certify these translations and transliterations as being, to the best of their knowledge and belief, a true and accurate translation or transliteration of the original documents.

(4) An applicant may be required to answer additional questions to support their application.

PART 3 GOV.UK One Login Check App

Chapter 1 General provisions

Application of part

11.(1) This Part applies to applications for identity verification by the Registrar using the GOV.UK One Login Check App and shall be construed accordingly.

Using the service

12.(1) The applicant will need access to a suitable smart phone with a working camera.

(2) The applicant will be required to download the GOV.UK Check App.

(3) Guidance on the types of phones that can download the app, and how to download and use the app can be found at the following link: [Using the GOV.UK ID Check app - GOV.UK](#) and will be provided within the application process.

Chapter 2 Delivery and Receipt

Manner of Delivery

13.(1) To apply for identity verification through the GOV. UK One Login Check App, applicants must be on-line and logged into their GOV.UK One Login Check App account.

(2) Applicants must provide the required information and evidence to support their application.

(3) The application is submitted when the individual has completed all required identity verification fields.

Receipt

14.(1) An application is received when the Registrar has confirmation from the app that the identity check is complete and takes receipt of the verification assessment.

PART 4

GOV.UK One Login Web Channel

Chapter 1

General provisions

Application of part

15.(1) This Part applies to applications for identity verification by the Registrar using the GOV.UK One Login web channel and shall be construed accordingly.

Chapter 2

Delivery and Receipt

Manner of Delivery

16.(1) To apply for identity verification through the GOV. UK One Login web channel, applicants must be on-line and logged into their GOV. UK One Login account on the web channel at <https://www.gov.uk/guidance/verify-your-identity-for-companies-house>

(2) Applicants must provide the required information and evidence to support their application.

(3) The applicant will be required to answer security questions, also known as knowledge-based questions, only they should know the answer to.

(4) The application is submitted when the individual has completed all required identity verification fields.

Receipt

17.(1) An application is received when the Registrar has confirmation from the web channel that the identity check is complete and takes receipt of the verification assessment.

PART 5

GOV.UK One Login face to face service

Chapter 1

General provisions

Application of part

18.(1) This Part applies to applications for identity verification by the Registrar using the GOV.UK One Login face to face channel and shall be construed accordingly.

Using the service

19.(1) The applicant will need to provide a UK home address and be able to attend a Post Office in person.

Chapter 2

Delivery and Receipt

Manner of Delivery

20.(1) To apply for identity verification through the GOV. UK One Login face to face channel, applicants must be on-line and logged into their account on the GOV.UK One Login website <https://www.gov.uk/guidance/verify-your-identity-for-companies-house>

(2) The applicant will be required to generate a post office interview by submitting their address and indicating which post office they will attend and what evidence they will present.

(3) The applicant will be required to attend the Post Office they have chosen, in person, to provide the required information and evidence to support their application.

(4) The application is complete and submitted once the applicant logs into their account on the GOV.UK One Login website after successfully completing steps (1) to (3).

Receipt

21.(1) An application is received when the Registrar has confirmation from GOV.UK One Login that the identity check is complete and takes receipt of the GOV.UK One Login verification assessment.

PART 6

Registrar's ID Check for eligible customers

Chapter 1

General provisions

Application of part

22.(1) This Part applies to applications for identity verification by the registrar requiring additional steps using the Registrar's ID Check for eligible customers service and shall be construed accordingly.

Using the service

23.(1) This service is only available to those individuals who have completed one of the journeys at Part 3, 4, or 5 and are required by the registrar to take additional steps for their application to be determined.

(2) Those required to take additional steps via the Registrar's ID Check for eligible customers service will receive an invitation.

(3) The invitation will confirm the information and evidence that must be submitted.

(4) The applicant will need access to:

(a) a suitable smart phone or tablet with a working camera for the web route or.

(b) a suitable device that allows them to attend a video call for the examiners route.

(5) The additional steps the registrar may require will include two of the following:

(a) provide the required information, and evidence as indicated by the registrar, from the appropriate table in rule 10(3), and

(b) provide a scan of your face using a smart phone or tablet, or

(c) attend, participate in, and complete a video call with a caseworker.

Chapter 2 Delivery and Receipt

Manner of Delivery

24.(1) To take the additional steps required through the Registrar's ID Check for eligible customers service, applicants must be on-line and use the links provided.

(2) Applicants must provide the required information and evidence to support their application.

(3) The application is delivered when all additional steps required by the Registrar to determine the application are complete and the required evidence is submitted.

Receipt

25.(1) An application is received when the identity checking journey is complete.

Authenticated by



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REGISTRAR OF COMPANIES

.....Registrar of Companies for England and Wales



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.....Registrar of Companies for Scotland



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REGISTRAR OF COMPANIES

.....Registrar of Companies for Northern Ireland

SCHEDULES

Schedule 1- Provisions conferring powers exercised in making these rules

Section 1068

Section 1110B

Section 1117

The Registrar (Identity Verification and Authorised Corporate Service Providers) Regulations 2025

Schedule 2- Defined terms used in this Volume and their meanings (rule 3)

“The Act” means the Companies Act 2006 as amended from time to time

“The Applicant” means the person applying for verification or reverification of their identity by the Registrar within the meaning of s1110A of the Act and the Regulations

“CHS” means the Registrar’s on-line API gateway filing service of that name (also known as “Companies House Service”)

“GOV.UK ID Check app” means the GOV.UK application for proving an identity when an individual signs in to a government service with GOV.UK One Login

“GOV.UK One Login web service” means the GOV.UK web journey for proving an identity when an individual signs in to a government service with GOV.UK One Login

“GOV.UK One Login face to face service” means the GOV.UK web and in person service for proving an identity when an individual signs in to a government service with GOV.UK One Login

“Multi factor authentication” means additional security steps to register for CHS and GOV.UK OneLogin such as authenticating a mobile phone number

“The Registrar” has the meaning given in section 1060(3)

“The Regulations” means the Registrar (Identity Verification and Authorised Corporate Service Providers) Regulations 2025 (2025 No.50)

“Required contact information” means contact information of a type specified in Rules

“Required evidence” means evidence of a type specified by the Registrar at rule 10 pursuant to regulation 5 of the Regulations

“Required personal information” carries the meaning as in regulation 4 of the Regulations

“Reverification notice” means a notice issued by the Registrar pursuant to s1110A and the Regulations

“Subject unique reference” means the reference assigned to a GOV.UK One Login account on the successful completion multi factor authentication

“Suitable email address” means the email address of the email account required at rule 5 and where in the ordinary course of events, emails sent by the Registrar would be expected to come to the attention of the applicant.

“Unique identifiers” means reference numbers issued under s1082

“Verification” refers to verification and reverification within the meaning of s1110A and the Regulations