

# Identity Verification

User Steps

April 2025



Elemental

## Your email Invite

Dear S

You have been invited to complete an identity verification process using Elemental Verify.

This process is to verify your identity with UK Companies House. For further information on the identity verification process please see our Identity Verification webpage.

Please follow the steps when accessing the secure link below. You can find more information about how to best capture your documents and selfie [in our online guide here](#) – please read this before starting, as not completing the check correctly may delay your application.

Only use the link to upload your own document.

The software requires the entire photo page of your passport to be visible including the MRZ code (the two lines of text at the bottom of the photo page).

If you are using another form of ID (such as your driving licence) the entirety of the ID should be clearly visible in the software.

You should also ensure that there is no flash glare on the image to avoid the uploaded document being rejected.

If you're not sure why you are being asked to do this, please contact Elemental for further information.

[Click here to get started](#)

Or scan this QRCode with a mobile device if you wish to switch to a different device:



Note that this link will expire once your documents have been uploaded, or 28 April 2025 12:10 if unused.

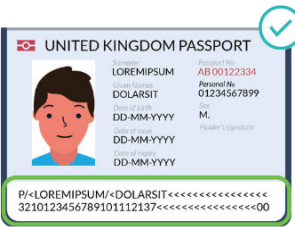
## You will need

- Biometric Passport
- Non-Biometric Passport
- Photocard Driving Licence (UK, EU, Channel Islands, Isle of Man)
- Biometric EU or EEA identity card
- UK Biometric Residence Permit
- UK Biometric Residence Card
- Irish Passport Card
- UK Frontier Worker Permit

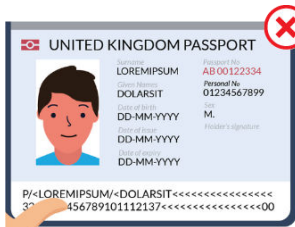
(Please note a passport can be up to 6 months expired. A biometric residence permit can be up to 18 months expired.)

# Some tips

## Your Document Capture



**CAPTURE A CLEAR  
IMAGE OF THE  
MACHINE READABLE  
ZONE (MRZ) AND  
WHOLE DATA PAGE**



**AVOID COVERING THE  
MACHINE READABLE  
ZONE**



**AVOID CUTTING OFF  
THE MRZ**



**WATCH OUT FOR  
GLARE**

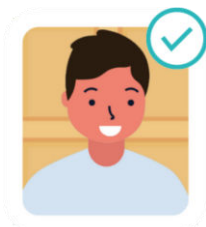


**CAPTURE YOUR IMAGE  
SQUARELY**



**IRISH PASSPORT CARD  
– CAPTURE FRONT AND  
BACK**

## Your Selfie Capture



**STAND IN FRONT OF A  
DARK BACKGROUND**



**USE NATURAL  
LIGHTING**



**AVOID BRIGHT LIGHTS  
FROM ABOVE OR  
BEHIND YOU**



**TAKE THE SELFIE  
'STRAIGHT ON'**




**TAKE THE SELFIE AT EYE  
LEVEL**



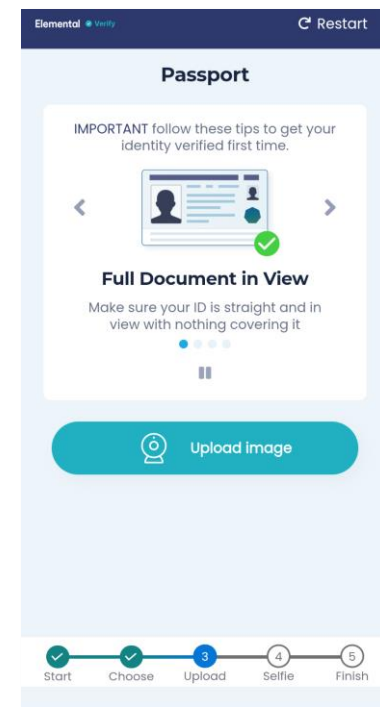
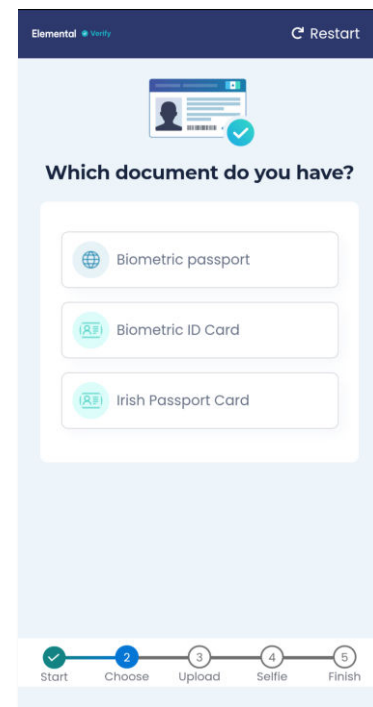
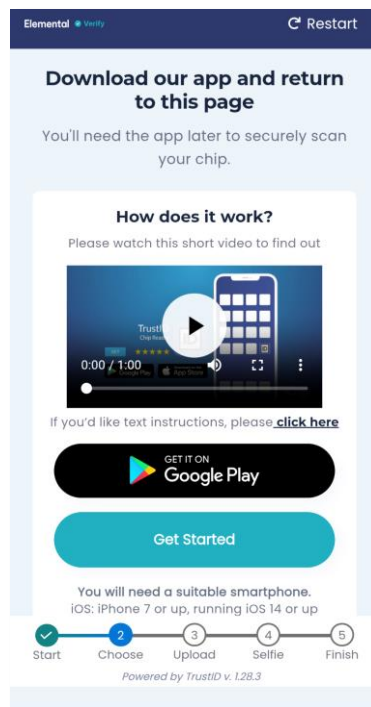
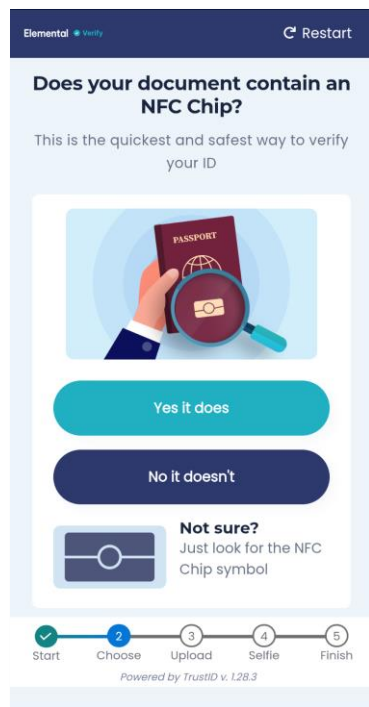
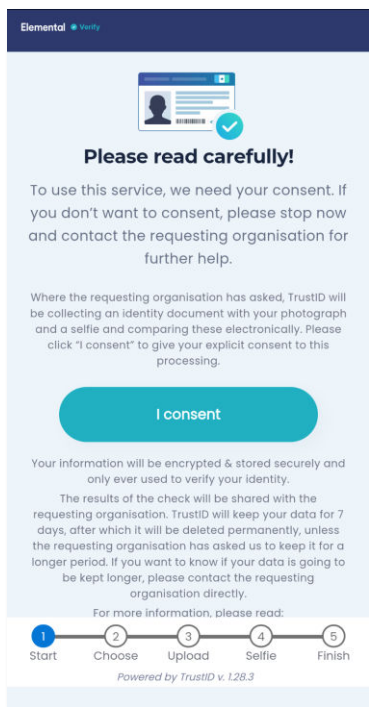
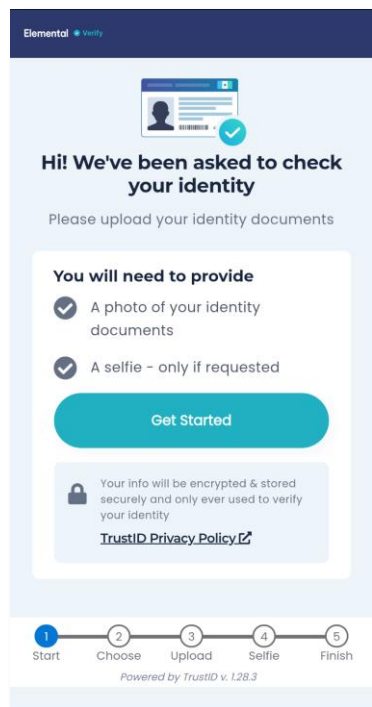
**REMOVE ANYTHING  
THAT COVERS YOUR  
FACE**

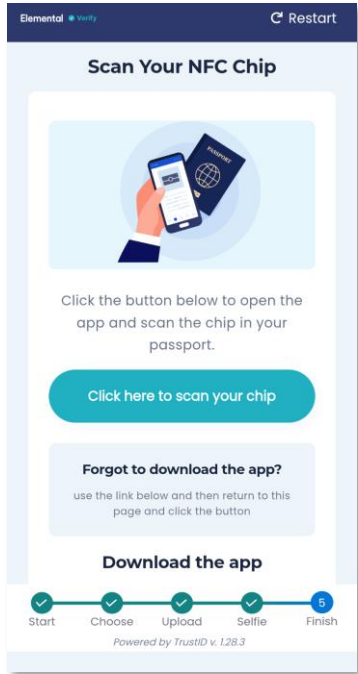
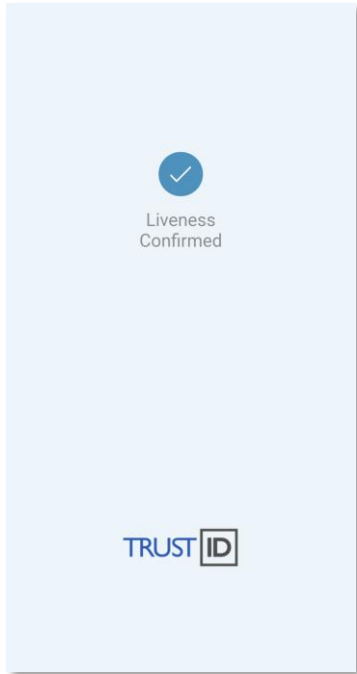
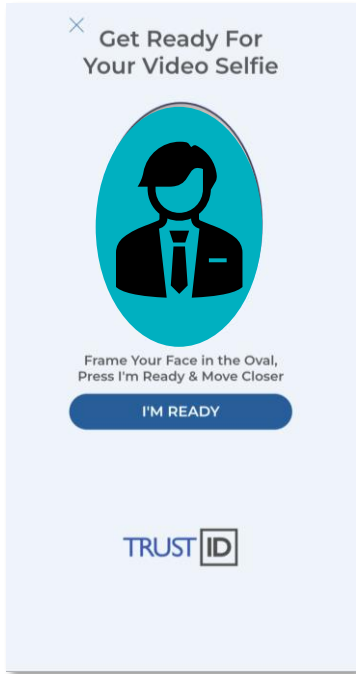
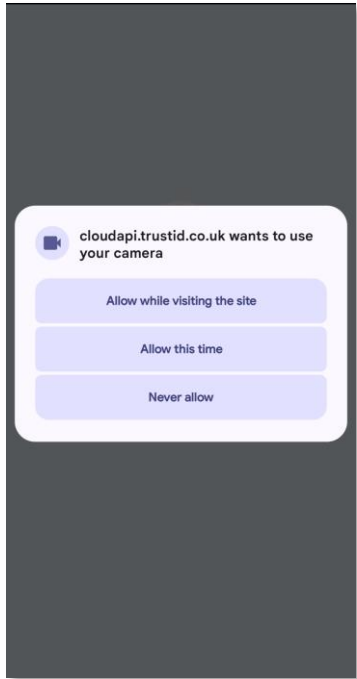
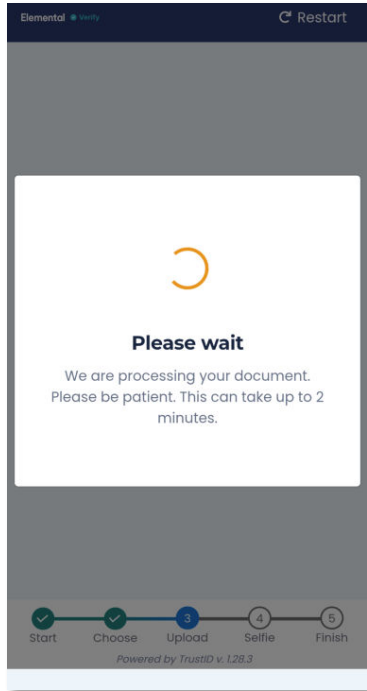
# Biometric ID

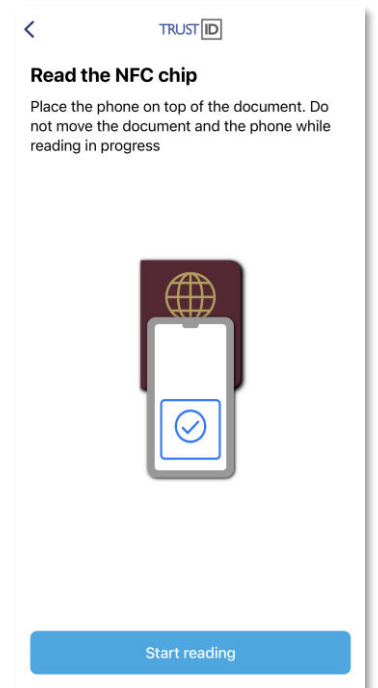
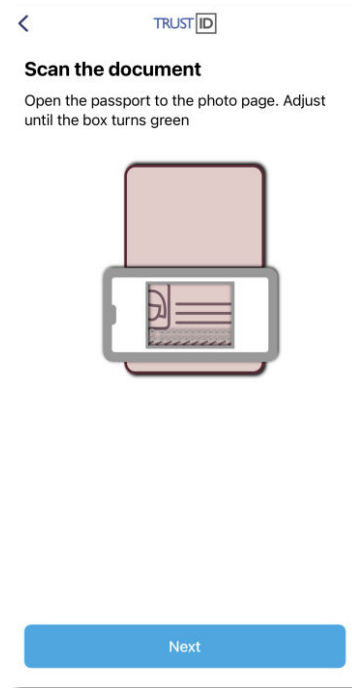
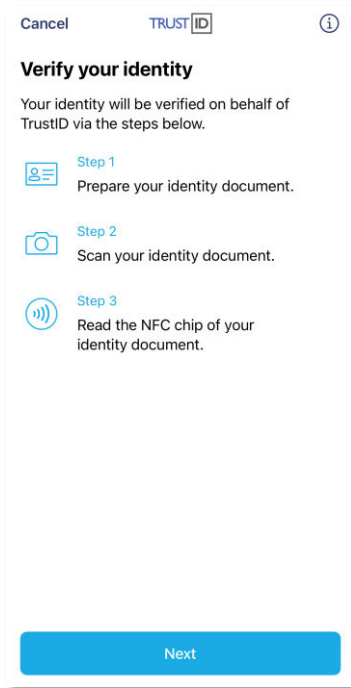
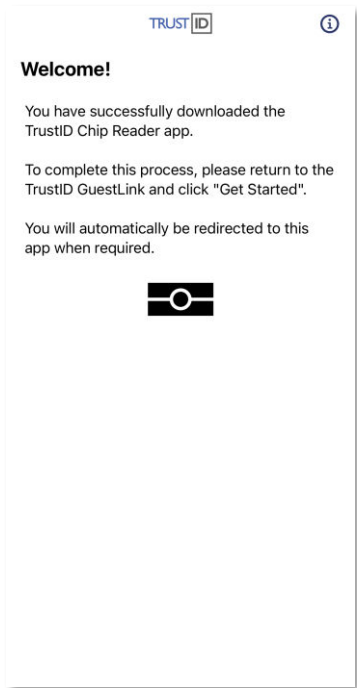
(with a chip)

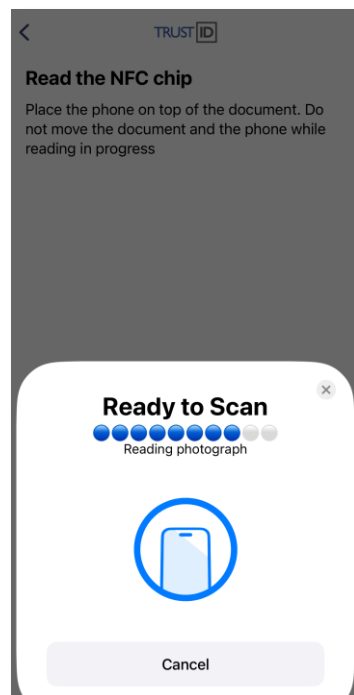
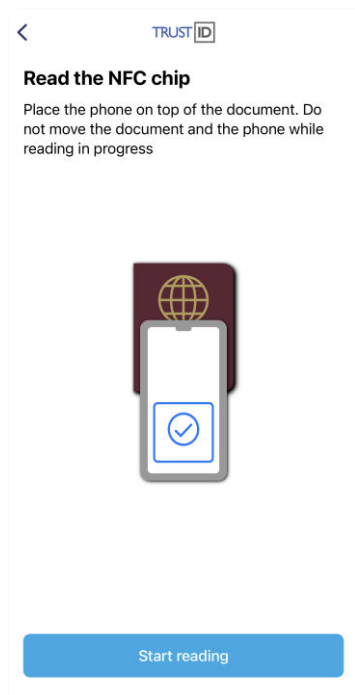
Where biometric ID is used the rules require us to check the chip using software. You can check if your passport is biometric by looking for the ePassport logo (  ) on the front cover:

- Biometric Passport
- Biometric EU or EEA identity card
- Irish Passport Card









TRUST ID

### Identity verification complete

Data Photos

PERSONAL INFORMATION

Name

Given names

Date of birth

Nationality

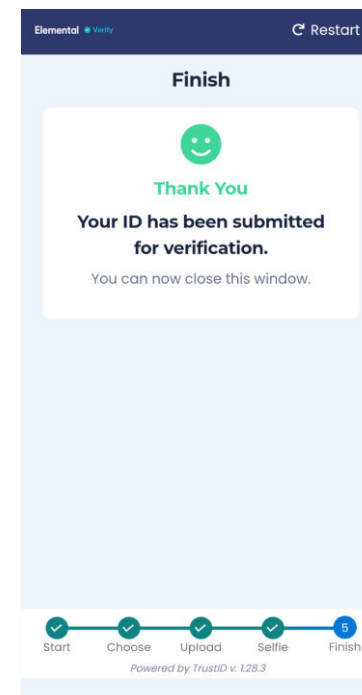
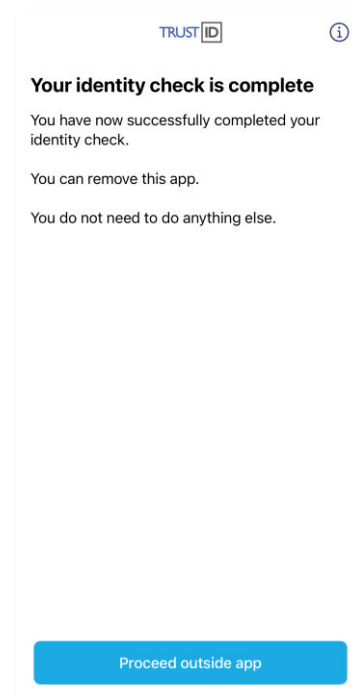
DOCUMENT INFORMATION

Document number

Issuing country

Date of expiry

Continue

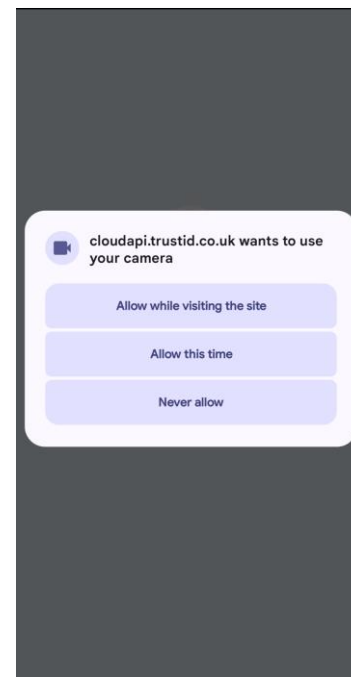
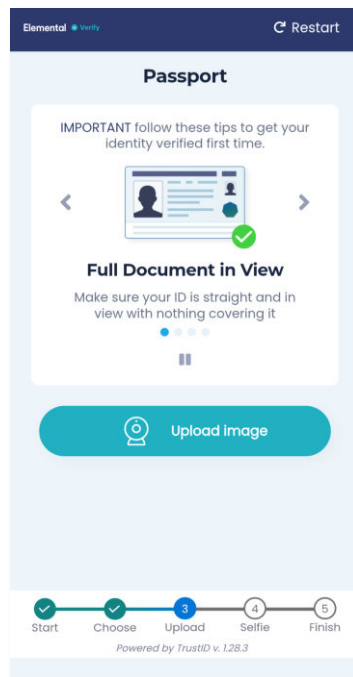
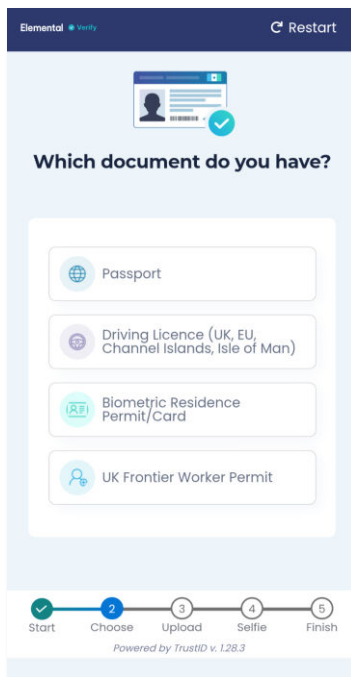
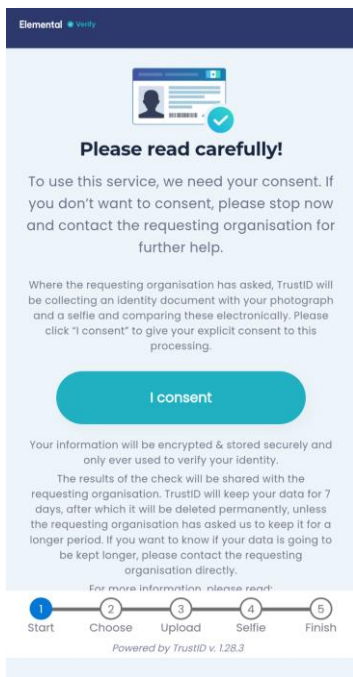
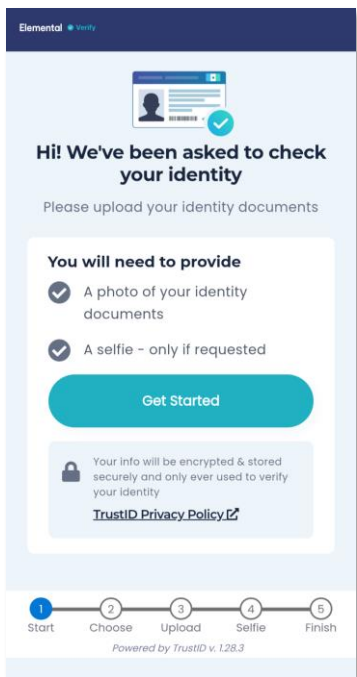


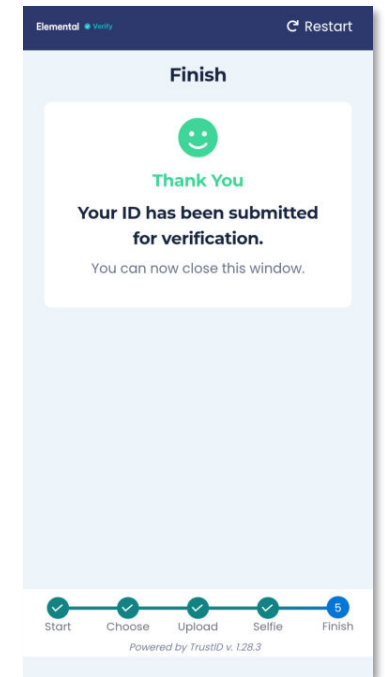
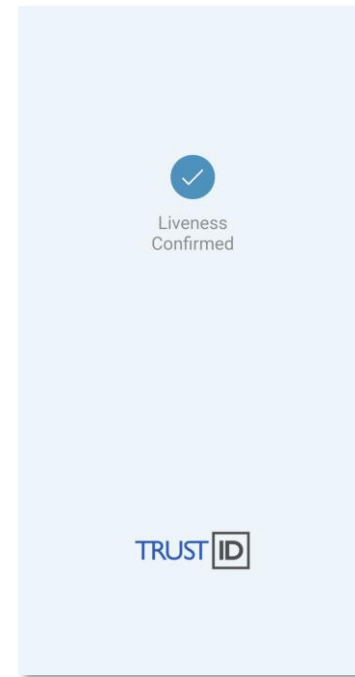
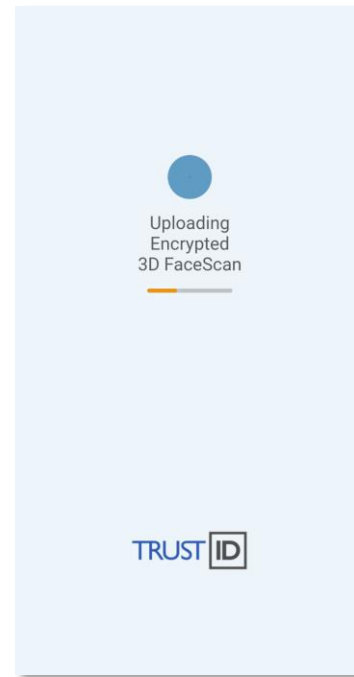
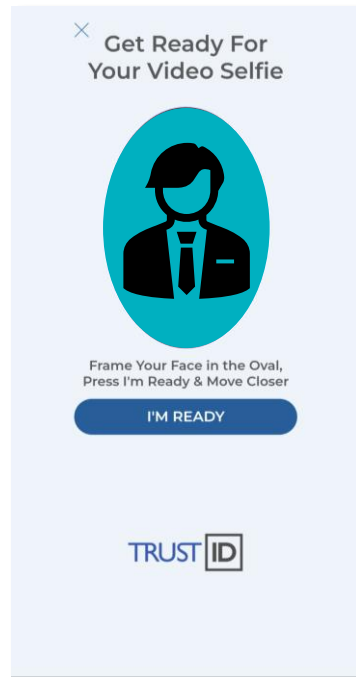
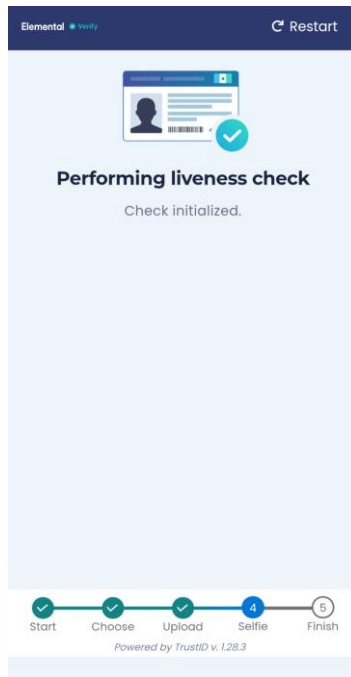
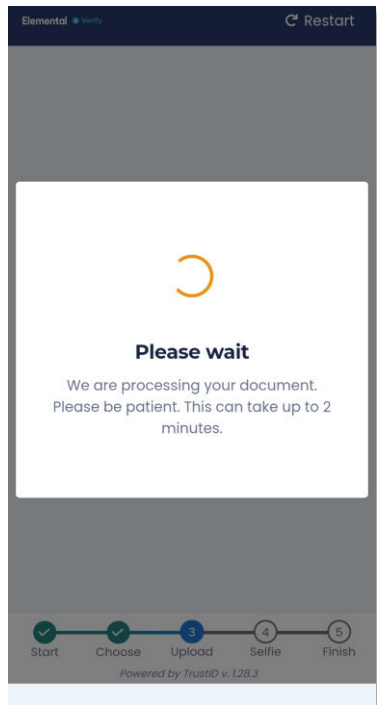


# Non-Biometric ID

(without a chip)

- Non-Biometric Passport
- Photocard Driving Licence (UK, EU, Channel Islands, Isle of Man)
- Biometric EU or EEA identity card
- UK Frontier Worker Permit
- UK biometric residence card
- UK biometric residence permit





[info@elementalcosec.com](mailto:info@elementalcosec.com)

+44 (0)203 286 6229

Elemental CoSec Limited

27 Old Gloucester Street

London WC1N 3AX

Company No. 07707780

VAT No. 144 2779 02

[elementalcosec.com](https://elementalcosec.com)

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