
Companies House Identity Verification

A Step-by-Step Operational Guide for Directors, PSCs and Group Structures

Identity verification is now a statutory requirement under the Economic Crime and Corporate Transparency reforms. It is not simply a filing enhancement. It is a condition of lawful appointment and ongoing authority.

From 18 November 2025, identity verification became mandatory. A 12-month transition period applies for existing officeholders, but the obligation is active.

This means:

- New directors must verify before appointment.
- Existing directors must verify in line with confirmation statement cycles.
- PSCs must verify in connection with their registration status.
- Individuals submitting filings must also verify unless acting through an authorised intermediary.

Failure to verify is not merely administrative non-compliance. It directly affects the legality of acting in your role.

1. Who Must Verify and Why This Is Often Misunderstood

Verification applies individually, not per company.

If you are:

- A director of one company
- A director of ten SPVs
- A PSC across multiple entities
- Both director and PSC
- A member of an LLP

You must verify once, but you must ensure your verified identity is correctly linked to every role.

This is where errors occur.

Verification alone is not sufficient. Role linkage is equally important.

2. The Two-Stage Structure of Compliance

There are two distinct stages:

Stage 1: Identity Verification

You verify your identity and receive a Companies House personal code.

Stage 2: Role Association

That personal code must be correctly connected to:

- Each directorship
- Each PSC position
- Each filing authority role

Many directors complete Stage 1 and assume they are compliant. They are not until Stage 2 is correctly completed for every relevant appointment.

3. Step-by-Step: Direct Verification Route

If verifying directly with Companies House:

Step 1: Confirm Your Companies House Record

Before beginning, check:

- Your name appears exactly as per your passport.
- Date of birth is correct.
- Service address is accurate.
- Any previous names are correctly recorded.

Mismatches can cause delays or rejected verification.

Step 2: Prepare Identification

Typically required:

- Passport or UK driving licence
- Residential address details
- Device capable of biometric verification

Expired identification will not be accepted.

Step 3: Complete Biometric Verification

The system requires:

- Upload of ID documentation
- Live facial recognition
- Confirmation of personal details

You will then receive confirmation and a personal code.

Step 4: Record and Store Your Personal Code

This code must be retained securely. It will be required when linking your identity to roles.

4. Step-by-Step: Linking Your Personal Code to Roles

This is the most commonly misunderstood stage.

For each company where you act:

- Your personal code must be submitted.
- The link must be established before the relevant confirmation statement deadline.
- For new appointments, it must be in place before appointment is effective.

If you are both a director and PSC, both roles must be associated.

Failure to link correctly can result in:

- Confirmation statement rejection
- Inability to file future updates
- Public register annotations

5. Verification Through an Authorised Corporate Service Provider (ACSP)

Where verification is completed via an ACSP:

Step 1: Provide Certified ID

This includes:

- Government-issued photo ID
- Proof of address
- Confirmation of date of birth

Step 2: AML and Risk Assessment

The ACSP is required to conduct due diligence and retain records.

Step 3: Submission to Companies House

The ACSP confirms identity verification and ensures the personal code is properly linked.

Step 4: Ongoing Monitoring

For directors with multiple companies, an ACSP can:

- Monitor confirmation statement deadlines
- Ensure new roles are correctly associated
- Review PSC registers for consistency

For multi-entity groups, this reduces systemic risk.

6. Multi-Company and Group Structures

Directors operating SPV structures should review:

- Dormant companies
- Historic resignations not properly recorded
- Inconsistent PSC entries
- Overlapping directorship dates

Failure in one entity can create disruption across the group, particularly where lenders rely on clean Companies House records.

Identity verification is now a governance matter, not a filing formality.

7. Filing Authority and Internal Teams

If internal staff submit filings:

- They must verify identity unless filing through an ACSP.
- Authority structures may need updating.
- Board-level oversight may be appropriate.

This is particularly relevant where finance teams historically managed filings without external advisers.

8. Deadlines and Transitional Risk

There is no single universal deadline.

Timing depends on:

- Confirmation statement cycle
- Date of appointment
- Date of PSC registration

Waiting until the confirmation statement is due increases risk of:

- Rejected filings
- Administrative delays
- Temporary inability to update company details

Early completion removes timing pressure.

9. Consequences of Non-Compliance

If a director fails to verify:

- They may be prohibited from acting.
- The company may face rejected filings.
- Civil penalties may apply.
- Serious cases may escalate to enforcement.

For property groups or companies with financing arrangements, this creates avoidable operational risk.

10. Key Takeaways

Identity verification is not simply an ID check. It is a statutory gateway to corporate authority.

Compliance requires:

- Accurate personal data
- Correct role linkage
- Monitoring of deadlines
- Group-level oversight

The technical steps are straightforward. The structural implications are not.

11. Talk to us

If you act as a director or PSC across one or more companies, we can:

- Complete verification as an authorised intermediary
- Ensure personal codes are correctly linked
- Review group structures for consistency
- Align confirmation statement timing
- Reduce risk of rejected filings

Early, structured compliance avoids disruption and protects your authority to act.

You can:

- **Email:** info@drs-tax.com
- **Telephone:** 020 8059 1891
- **Submit an enquiry** via our [Contact Us](#) page
- **Book a free 15-minute consultation**