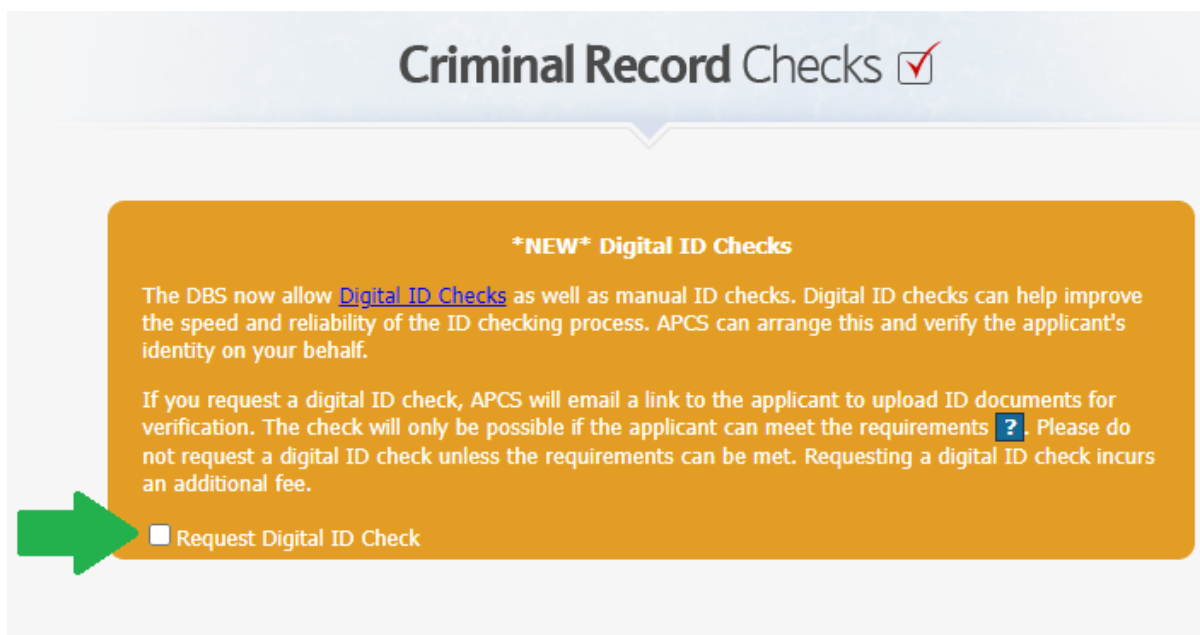# Digital ID Checks

APCS are working in partnership with Yoti and The Post Office to offer digital ID checks. Digital ID checks have not superseded manual ID checks, they are simply an alternative way to verify an applicant's identity.

The process for requesting digital ID checks has been made as easy as possible. On the ID checking form, a banner at the top of the page will display details about digital ID checks and the option to request one. You can request a digital ID check by placing a tick in the box (see image 1). Ticking this box will remove various sections on the page that relate to ID checking manually, although you can still review the application details and enter the position applied for etc. If you tick the box, you can untick it if you then decide you want to complete the ID check manually instead.
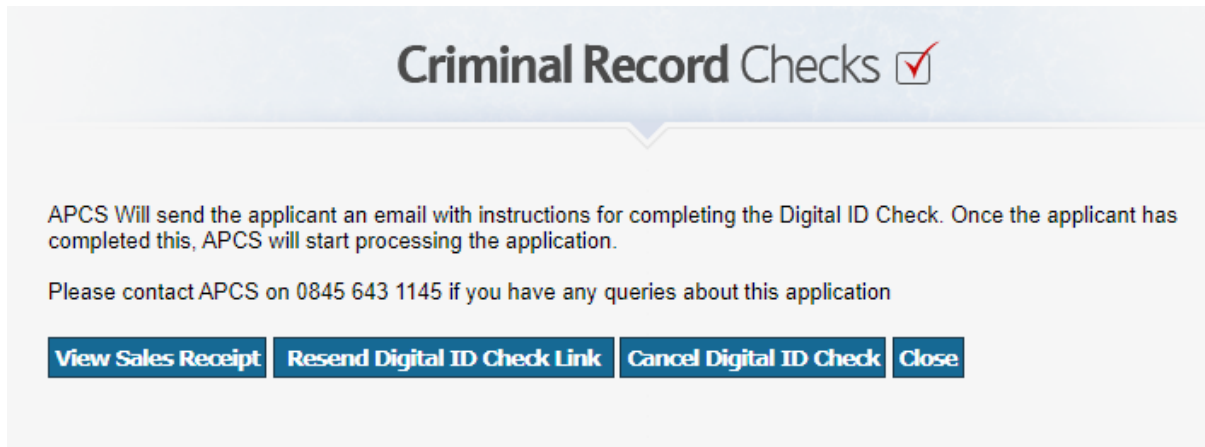
Image 1

If you request a digital ID check, when you have completed the rest of the form APCS will send an email to the applicant with instructions for completing the digital ID check. The applicant follows a link in the email and is prompted to upload scans of certain ID documents and complete a liveness check. Once this is done, the digital ID check itself is usually completed with several minutes.

If the applicant's identity is successfully verified to the relevant standard, the application is sent on to APCS who will check the verified profile against the name, date of birth, and current address provided in the application. If this all matches, the application will be submitted to the DBS. If there is a discrepancy, APCS will contact you. If the applicant's identity cannot be successfully verified digitally, you will receive an email confirming the reason and providing the link that will take you back to the ID checking page so you can complete the ID check manually.

If you have requested a digital ID check but the applicant hasn't complete their part, you can follow the ID checking link again (or access the page via Management Reports) and you will get the following screen (see image 2). This screen gives options to **Resend Digital ID Check Link** (to the applicant) or to **Cancel Digital ID Check** (allowing you to complete a manual ID check instead).

Image 2

In order for a digital ID check to have a chance of being successful, the applicant must have a smart device that can take images and access web pages. The applicant's current address must be in the UK and the applicant must possess certain ID documents. The number of documents required will depend on the type of DBS Check. Please see requirements below.

Documents Required

Level of DBS	Documents	Minimum number of documents required
Basic DBS	Passport, Biometric Residence Permit, UK Driving Licence	1
Standard/Enhanced DBS	Passport, Biometric Residence Permit, UK Driving Licence, National ID Card	2

Please do not request a digital ID check unless these requirements can be met.