

Identity verification with Companies House:

What directors and PSCs need to know before November 2025



1) Who must verify their identity?

- All new and existing directors of UK companies
- All Persons with Significant Control (PSCs)
- General partners in limited partnerships
- Those filing on behalf of others (agents, presenters)

2) How can identity be verified?

Two main routes are available:

A. Direct verification with Companies House

- Via an online portal using an approved digital ID check:
<https://www.gov.uk/guidance/verify-your-identity-for-companies-house>
- Involves submitting a photo of your face alongside your identity document (e.g. passport) for a match

B. Verification through an ACSP (like Pro-Capital)

- Your ACSP collects and checks your ID documents
- Confirms the verification to Companies House on your behalf
- Often more convenient for non-UK residents or those already working with a corporate services provider

3) If you are opting for route A - Direct verification with Companies House:

This route can be completed entirely online, using either a web browser or the GOV.UK One Login mobile app. You do not need to be in the UK to use it.

You will need:

- A biometric passport (foreign or UK) or other approved government-issued ID
 - Your current address, and the year you moved in
-

Step-by-step (example using a biometric passport)

1. Create your GOV.UK One Login

Start from the Companies House verification page, click “Verify your identity” and follow the prompts to register.

Tip for non-UK residents: use a personal email and phone number you can access internationally.

2. Download the mobile app

You will be guided to install the GOV.UK One Login app via a QR code. This app is where you will complete the photo ID and face scan.

3. Match your face to your ID

Use the app to scan your passport, then take a live photo or short video. The system will check that the face matches the ID.

(Note: some steps may involve flashing lights)

4. Confirm your address

Enter your current residential address and, if needed, your previous address history.

5. Save your personal verification code

Once you finish, a unique verification code will appear on screen. This is an 11 character code that connects your verified identity to Companies House records.

Write it down immediately, it will not be emailed to you. You can retrieve it later by logging into your GOV.UK One Login account and selecting “Manage account”.

4) Steps to prepare now

- Check who in your company will be subject to verification
- Ensure ID documents are valid and up-to-date
- Choose your verification route, direct or via an ACSP
- Monitor your company's email address registered with Companies House for any official notices

5) What happens if you do not comply?

If you do not complete identity verification within the required time:

- You will not be able to make filings at Companies House
- You will not be able to start a new company or other entity

Failure to meet the deadline may mean you are committing a criminal offence and could face a financial penalty or fine.

For directors:

Continuing to act as a director without being verified after the requirement comes into force will be an offence. This could lead to disqualification, and both the company and all its directors may also be committing an offence.

For People with Significant Control (PSCs):

Acting or having acted as a PSC without verifying your identity once it becomes mandatory may also be an offence.

If you have further questions about the new identity verification rules or need assistance completing the process, Pro-Capital can help.

We support clients in meeting Companies House requirements quickly and correctly, whether through direct verification or guidance on using the online system.

Please contact:

Vladyslava Bilotska

Managing Director

Pro-Capital Corporation Limited

+44(0)7886905796

v.bilotska@pro-capital.co.uk

