#### **POST OFFICE VERIFICATION PROCESS**

The Post Office can verify your documents if you are not able to meet up with a club verifier in person. Please follow the steps below to verify your documents at the Post Office:



# **Step 1:** Selecting ID for Post Office Verification

Please note, the default verification method will be set to Post Office.
Please only change this to 'Organisation' if you wish to meet with a local verifier.

- **1.** Select your position from the drop down list.
- 2. Select your Current Nationality
- 2. Click Select verification documents.

If there is **no** position that describes your role, or you are unsure which role to select, please contact your organisation directly.





# **Step 2: Selecting ID for Post Office Verification (Group 1)**

- **1.** Select the ID that you wish to use for verification from Group 1.
- 2. Enter the details requested.

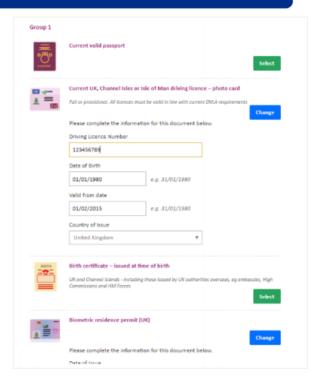
It is **important** to enter the **exact information** for each document. If the details entered **do not** match the ID shown at the Post Office, the Post Office will be unable to process the application for you.

**3.** Repeat for all ID document you wish to provide from this group.

### To de-select a document, click Change

4. If no green bar appears, click 'View Group 2 Documents'.

If you have selected sufficient ID a green bar will appear at the top of the page.





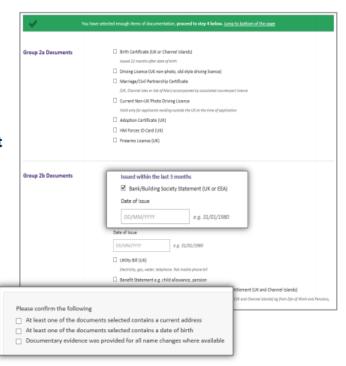
# **Step 3: Selecting ID for Post Office Verification (Group 2a/b)**

- 1. Select the ID from Group 2a/2b you want to use for your ID verification
- 2. Enter the details requested

It is **important** to enter the **exact information** for each document. If the details entered **do not** match the ID shown at the Post Office, the Post Office will be unable to process the application for you.

A **green** bar will appear at the top of the page when sufficient ID has been selected.

- **3. Tick** all **3** boxes to confirm that you have selected sufficient ID for verification.
- 4. Click Proceed to Step 4





## **Step 4: Completing the Summary – DBS Details**

**DBS Details** – You will **not** see this section if your application will be processed by Disclosure Scotland

#### **DBS Profile Number**

If you have completed an application for a DBS check in the past then you may have a DBS profile number. If you are unsure, you can contact the DBS directly or answer No to this question.

#### Paper Certificate?

You have the option to select if you would like to receive a paper certificate and where you want this paper certificate to be sent.



If you choose to receive a paper certificate you must specify the address you want the certificate to be sent to. This can be your current address or another of your choosing.

Alternatively you can select to only receive an online certificate. If this option is selected, it is NOT possible to print the certificate.

If you are unsure on whether it is best to receive a Paper Certificate or not and where this should sent to please contact your organisation. Selecting the wrong options here could impact on the length of time it takes the organisation to make the recruitment decision.



## **Step 5: Confirmation: Post Office Verification**

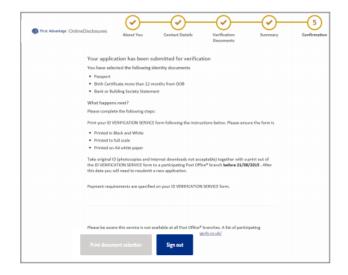
You have now completed the Application. You must now have your ID documents verified at the Post Office in order for your application to continue being processed.

- **1.** In order to have your ID verified, you must print out the ID verification form and take this to the Post Office, along with the ID listed.
- 2. To Print the ID Verification Form, Click **Print**Document Selection

The ID Verification form will open in a PDF file. You can either print it directly from the PDF or save the document to your desktop.

3. Click Sign Out

**Payment:** Any payments required should be made at the Post Office once they have verified your ID.



To locate the nearest Post Office to you that does this, go to

http://www.postoffice.co.uk/branch-finder
Enter a postcode and select 'CRB & ID

Verification Service'