

# VERIFYING YOUR IDENTITY WITH COMPANIES HOUSE

A guide from THP Chartered Accountants



## You should read this guide if you are:

- A company director
- A person with significant control (a PSC is someone who owns or controls a company)
- A member of a limited liability partnership (LLP)
- Someone who files at Companies House
- A member of a limited partnership
- A corporate director of a company
- A corporate member of an LLP
- An officer of a corporate PSC

## How this guide can help you

**In 2023, parliament passed the Economic Crime and Corporate Transparency Act.**

The act was intended to help clamp down on corruption, fraud and money laundering.

Key to this are major changes to the way Companies House – the UK companies registry – operates.

**As part of this process, individuals have been able to voluntarily verify their identities with Companies House. From 18 November 2025, this will begin to become compulsory for company directors, people with significant control (those who own or control a company), plus members of limited liability partnerships.**

**Failure to verify your ID when required can lead to financial penalties.**

At a future date, registration will also become compulsory for the other people or entities listed on the front cover of this guide.

Unfortunately, quite a few of our clients have told us that verifying their identities online has been a complicated process. Having done it ourselves, we agree with them!

To help you, this guide walks you step-by-step through the process of verifying your identity with Companies House. We hope you find it helpful and, if you have any feedback, please do let us know.

**Further reading: [ID verification soon compulsory for all company directors – act now!](#)**

# Before you begin

**Before you verify your identity with Companies House, make sure you have all the information and documentation that's required.**

You will need one of the following types of photo ID:

- A biometric passport (from any country)
- A UK photo driving licence (full or provisional)
- A UK biometric residence permit
- A UK biometric residence card
- A UK Frontier Worker permit

You'll also require:

- Details of your current address, including the year you moved in
- A GOV.UK One Login

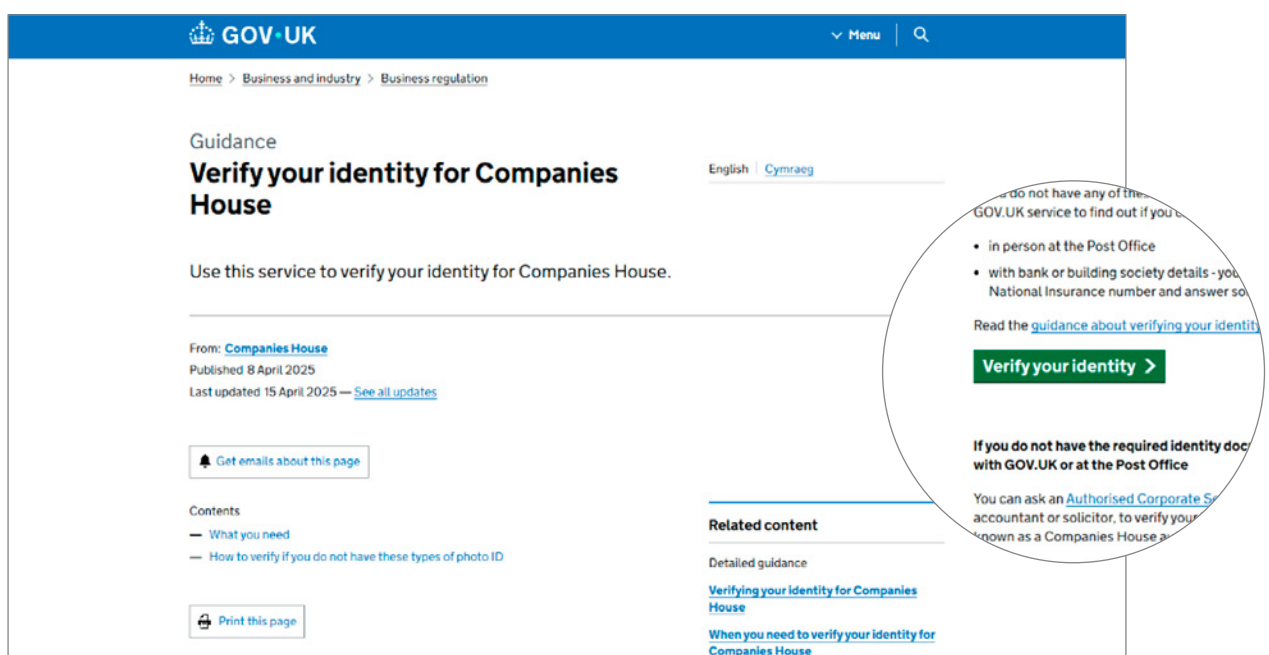
**If you don't have a GOV.UK One Login, you can create one as part of the ID verification process. This guide assumes that you don't have one and shows you how to set one up.**

## Step 1: Visit the ID verification guidance page

Navigate to the guidance page at:

- <https://www.gov.uk/guidance/verify-your-identity-for-companies-house>

Once there, click on the green button **'VERIFY YOUR IDENTITY'**.



## Step 2: Check whether you need a GOV.UK One Login account

This page alerts you to the fact you'll need a GOV.UK One Login account.

Currently, most users are unlikely to have one.

**If you don't have a GOV.UK Login account, you'll be able to create one. However, if you have an existing Companies House account you must use the same email address in order to connect them.**

Now press the green button 'Go to GOV.UK One Login'.

The screenshot shows the Companies House website header with the logo and name. Below the header is a navigation bar with a '< Back' link on the left and 'English | Cymraeg' on the right. The main heading reads 'We're taking you to GOV.UK One Login to sign in to this service'. The text below explains that a sign-in is required and that a new account can be created if one doesn't exist. It also provides a link to 'access other government services'. A section titled 'Connecting an existing Companies House account' explains that existing accounts will be linked to the GOV.UK One Login. A warning icon and text state: 'You must use the same email address for your Companies House account and your GOV.UK One Login'. Below this, it says 'To do this, we'll ask you to enter your Companies House account details'. Further down, it mentions that existing account information will be saved. Two links are provided: 'What to do if you already have a GOV.UK One Login that uses a different email address' and 'What to do if you share access to this Companies House account with other people'. At the bottom is a green button labeled 'Go to GOV.UK One Login'. A blue arrow points from the text 'Important to read this' at the bottom of the page to the warning box.

Companies House

< Back

English | Cymraeg

### We're taking you to GOV.UK One Login to sign in to this service

You need to sign in to GOV.UK One Login to use this service. You'll be able to create a GOV.UK One Login if you do not already have one.

You can also use it to [access other government services](#).

#### Connecting an existing Companies House account

If you have an existing Companies House account, we'll ask you to connect it to your GOV.UK One Login (if you haven't done so already). You only need to do this once.

To do this, we'll ask you to enter your Companies House account details.

**! You must use the same email address for your Companies House account and your GOV.UK One Login**

This will also enable us to save your existing Companies House account information.

- ▶ [What to do if you already have a GOV.UK One Login that uses a different email address](#)
- ▶ [What to do if you share access to this Companies House account with other people](#)

[Go to GOV.UK One Login](#)

**Important to read this**

## Step 3: Create a GOV.UK One Login account (or sign in)

Here you are asked whether you have a GOV.UK One Login account.

We're assuming you won't have one, so click on the green button '**Create your GOV.UK One Login**'.



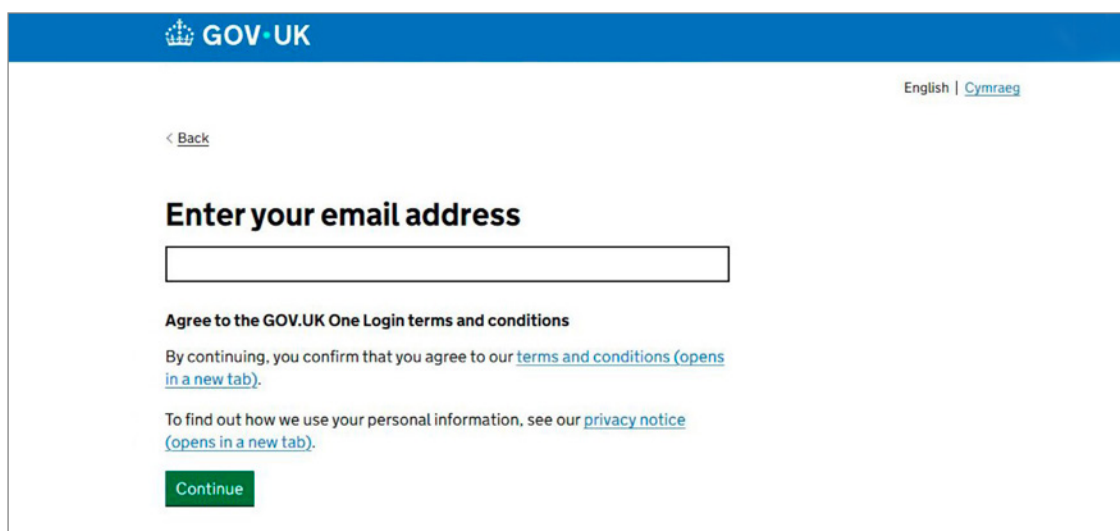
The screenshot shows the GOV.UK One Login creation page. At the top is the GOV.UK logo and language options (English | Cymraeg). The main heading is "Create your GOV.UK One Login or sign in". Below this, it explains that the login can be used for government services and lists requirements: an email address and a way to get security codes (mobile number or authenticator app). There are two buttons: "Create your GOV.UK One Login" (green) and "Sign in" (grey). A circular callout on the right highlights the "Sign in" button, with an arrow pointing to it from the text "Click on Create Login" below the callout.

## Step 4: Enter your email address

Enter the email address you want to use to register for your GOV.UK One Login account.

**REMEMBER: if you have a Companies House account, you should use the same email address here.**

Click '**Continue**'.



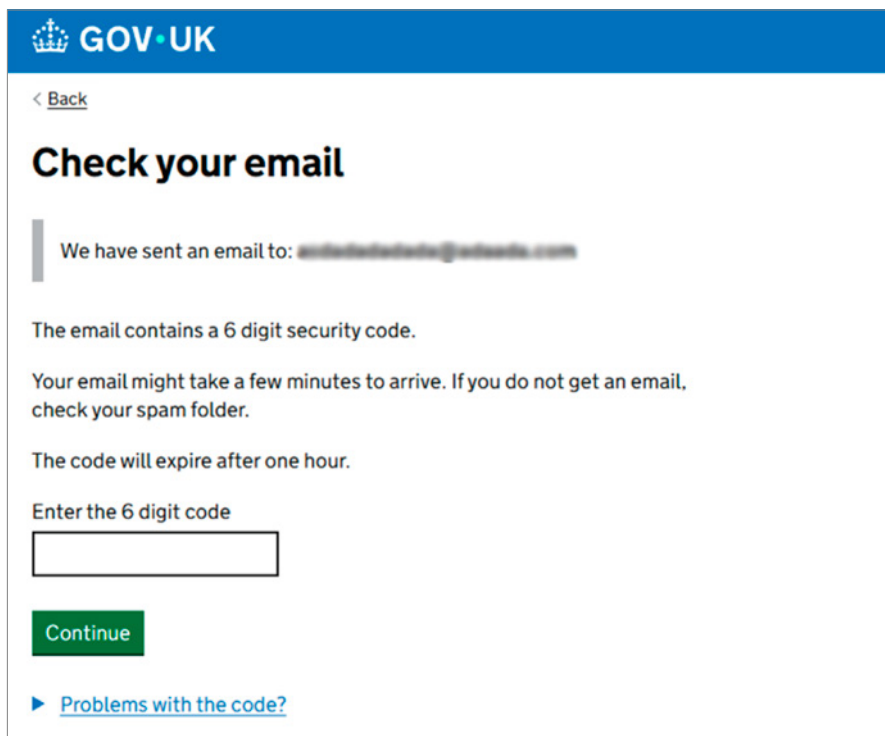
The screenshot shows the GOV.UK One Login email entry page. At the top is the GOV.UK logo and language options (English | Cymraeg). There is a "< Back" link. The main heading is "Enter your email address" followed by a text input field. Below the field, it says "Agree to the GOV.UK One Login terms and conditions" and provides links to "terms and conditions" and "privacy notice". At the bottom is a green "Continue" button.



## Step 5: Check your email for the first security code and enter it

You should have an email containing the first of two security codes.

Enter the code and click **Continue**.

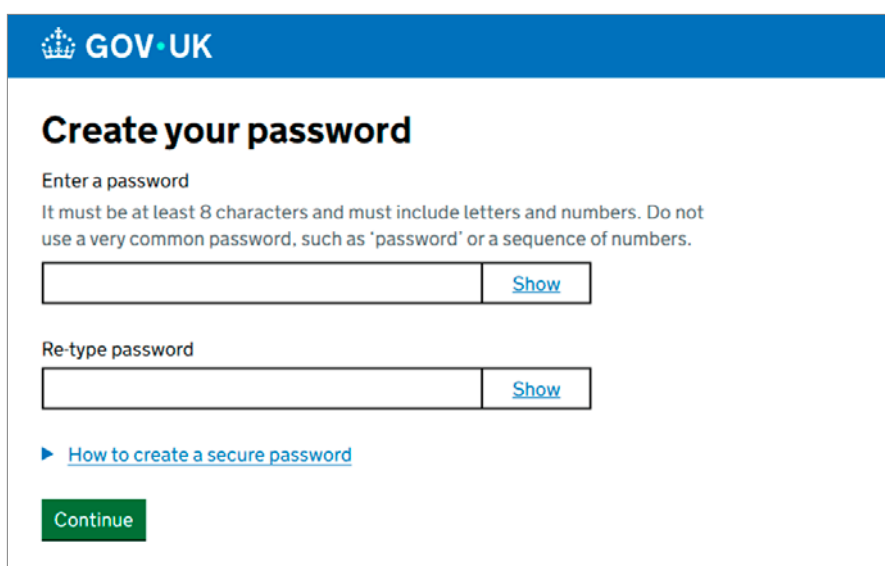


The screenshot shows the GOV.UK 'Check your email' page. At the top is the GOV.UK logo. Below it is a '< Back' link. The main heading is 'Check your email'. The text says: 'We have sent an email to: [redacted email address]'. It then states: 'The email contains a 6 digit security code. Your email might take a few minutes to arrive. If you do not get an email, check your spam folder. The code will expire after one hour.' Below this is a prompt 'Enter the 6 digit code' followed by a text input field. A green 'Continue' button is below the input field. At the bottom is a link '▶ Problems with the code?'.

## Step 6: Create a strong password

Create a strong password with at least 8 characters and enter it twice.

Then click **Continue**.



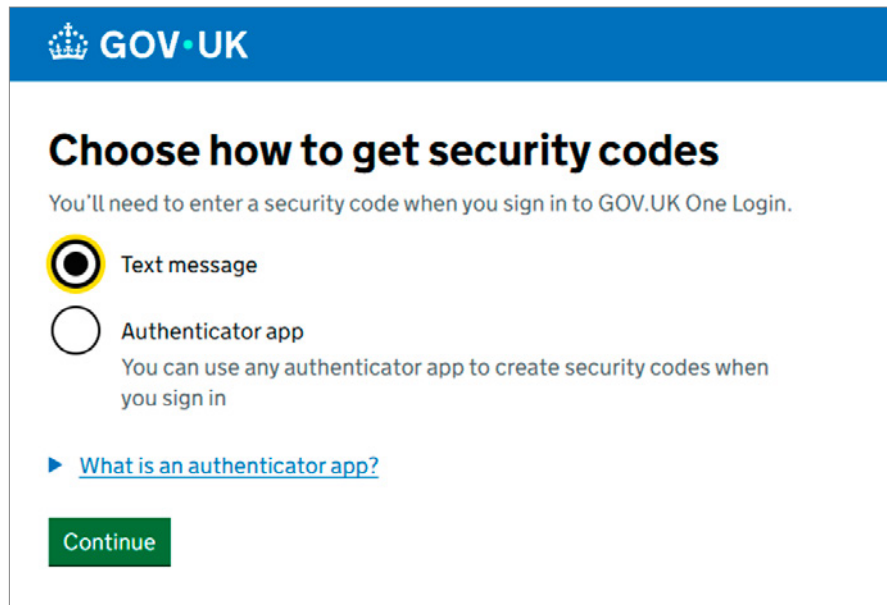
The screenshot shows the GOV.UK 'Create your password' page. At the top is the GOV.UK logo. Below it is the heading 'Create your password'. The text says: 'Enter a password. It must be at least 8 characters and must include letters and numbers. Do not use a very common password, such as 'password' or a sequence of numbers.' Below this is a text input field with a 'Show' link to its right. Below that is the prompt 'Re-type password' followed by another text input field with a 'Show' link to its right. At the bottom is a link '▶ How to create a secure password' and a green 'Continue' button.

## Step 7: Choose how to get future security codes

Here you need to choose how to get two-step security codes in the future. These help to protect your account from unauthorised access.

You can choose to get the codes via your mobile or via an authenticator app. It's simplest to get a text message via your mobile, as we did.

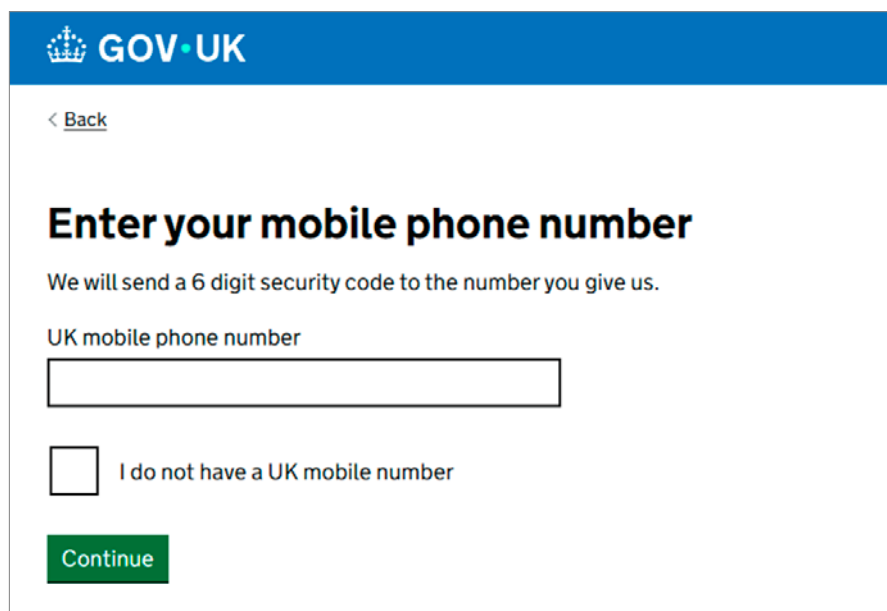
Select 'Text message' and then click '**Continue**'.



The screenshot shows the GOV.UK One Login interface for choosing a security code method. The header is blue with the GOV.UK logo. The main heading is 'Choose how to get security codes'. Below it, a subtext says 'You'll need to enter a security code when you sign in to GOV.UK One Login.' There are two radio button options: 'Text message' (selected) and 'Authenticator app'. The 'Authenticator app' option has a subtext: 'You can use any authenticator app to create security codes when you sign in'. Below the options is a link: 'What is an authenticator app?'. At the bottom is a green 'Continue' button.

## Step 8: Enter your mobile number

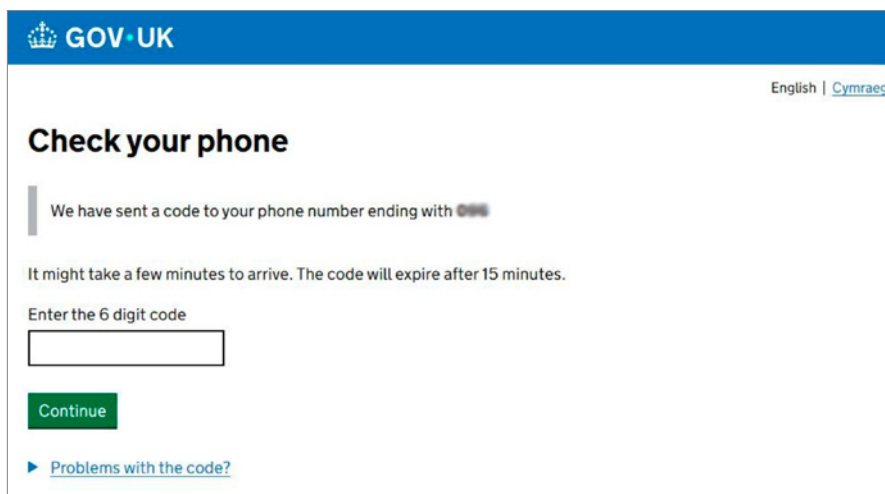
Enter your mobile number and then click '**Continue**'.



The screenshot shows the GOV.UK One Login interface for entering a mobile phone number. The header is blue with the GOV.UK logo. There is a '< Back' link. The main heading is 'Enter your mobile phone number'. Below it, a subtext says 'We will send a 6 digit security code to the number you give us.' There is a text input field labeled 'UK mobile phone number'. Below the input field is a checkbox labeled 'I do not have a UK mobile number'. At the bottom is a green 'Continue' button.

## Step 9: Enter your security code

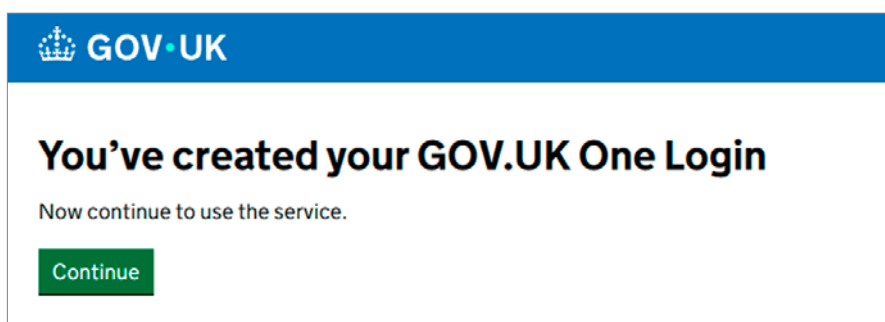
Check your phone for the 6-digit security code. Enter it in the box and click **‘Continue’**.



The screenshot shows the GOV.UK 'Check your phone' screen. At the top is the GOV.UK logo and a language selector for English and Cymraeg. The main heading is 'Check your phone'. Below it, a message states: 'We have sent a code to your phone number ending with 0999'. A sub-message says: 'It might take a few minutes to arrive. The code will expire after 15 minutes.' There is a text input field labeled 'Enter the 6 digit code'. Below the field is a green 'Continue' button. At the bottom, there is a link: 'Problems with the code?'.

## Step 10: Confirmation page

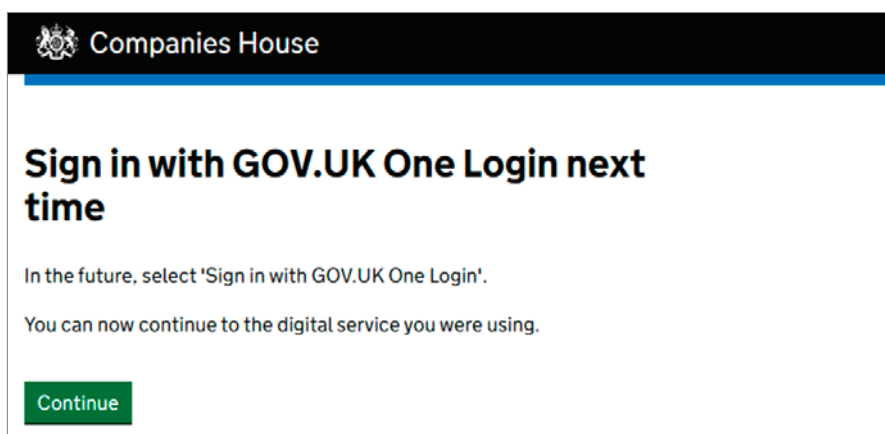
This page confirms you’ve created your GOV.UK One Login account. Now click **‘Continue’**.



The screenshot shows the GOV.UK confirmation page. At the top is the GOV.UK logo. The main heading is 'You've created your GOV.UK One Login'. Below it, a message says: 'Now continue to use the service.' There is a green 'Continue' button.

## Step 11: Instructions for future logins

This page reminds you to login in the future using your new GOV.UK One Login account. Press **‘Continue’**.

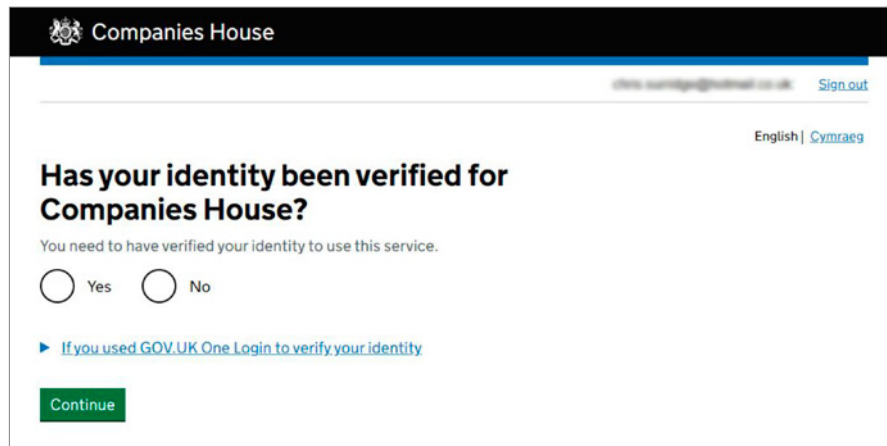


The screenshot shows the Companies House 'Sign in with GOV.UK One Login next time' screen. At the top is the Companies House logo. The main heading is 'Sign in with GOV.UK One Login next time'. Below it, a message says: 'In the future, select 'Sign in with GOV.UK One Login'.' Another message says: 'You can now continue to the digital service you were using.' There is a green 'Continue' button.



## Step 12: Begin the ID verification process

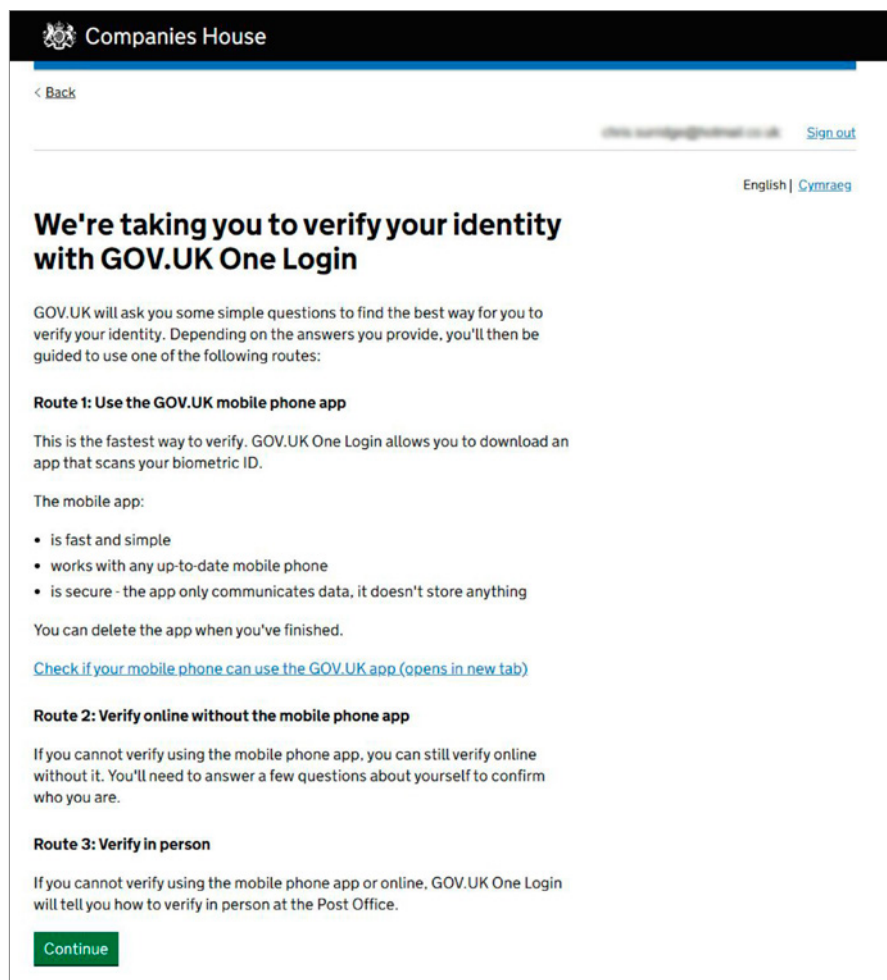
This page asks whether you've verified your identity with Companies House. Given you are here to do this, select 'No' and press '**Continue**'.



The screenshot shows the Companies House website header with the logo and name. Below the header, there is a navigation bar with a user email address and a 'Sign out' link. The main content area has the heading 'Has your identity been verified for Companies House?' followed by the text 'You need to have verified your identity to use this service.' There are two radio buttons: 'Yes' and 'No'. Below the radio buttons is a link: 'If you used GOV.UK One Login to verify your identity'. At the bottom is a green 'Continue' button.

## Step 13: Read these instructions

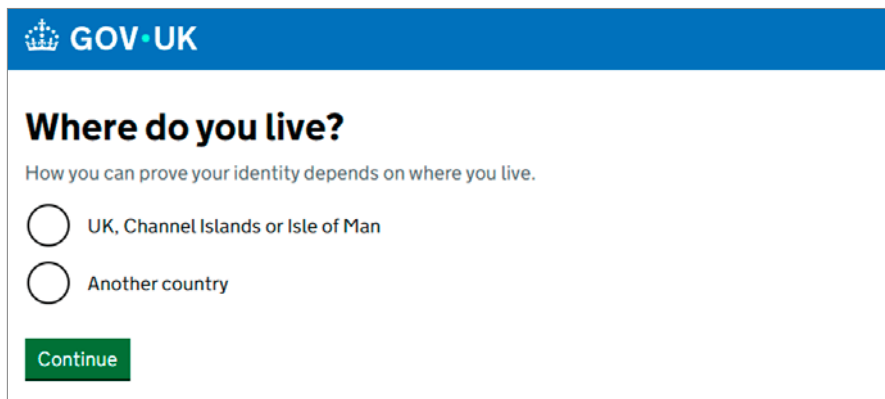
This page asks whether you'd like to verify your ID using the GOV.UK mobile phone app, online, or in person. You'll make this choice on a later page. For now, press '**Continue**'.



The screenshot shows the Companies House website header with the logo and name. Below the header, there is a navigation bar with a '< Back' link, a user email address, and a 'Sign out' link. The main content area has the heading 'We're taking you to verify your identity with GOV.UK One Login' followed by the text 'GOV.UK will ask you some simple questions to find the best way for you to verify your identity. Depending on the answers you provide, you'll then be guided to use one of the following routes:'. There are three routes listed: 'Route 1: Use the GOV.UK mobile phone app', 'Route 2: Verify online without the mobile phone app', and 'Route 3: Verify in person'. Each route has a brief description. At the bottom is a green 'Continue' button.

## Step 14: Say where you live

Most of our clients live in the UK, so should select 'UK, Channel Islands or Isle of Man' and then click **'Continue'**.

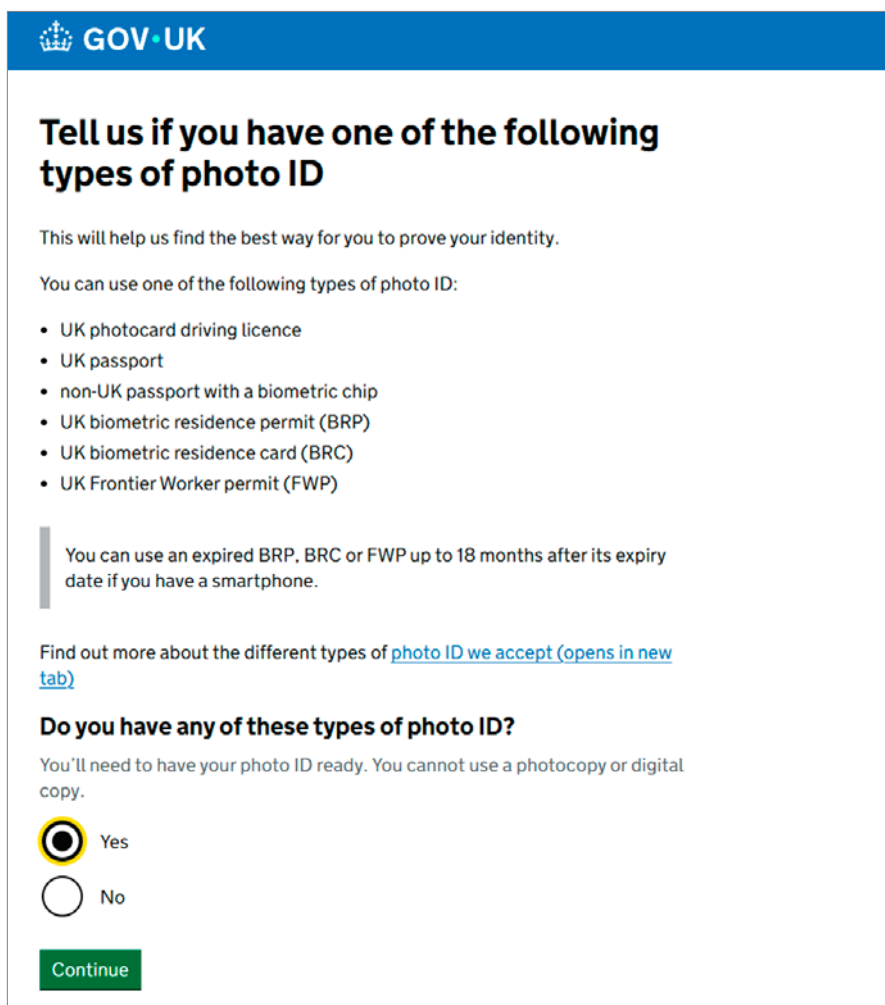


The screenshot shows the GOV.UK website header. Below it, the heading 'Where do you live?' is displayed. A subtext reads: 'How you can prove your identity depends on where you live.' There are two radio button options: 'UK, Channel Islands or Isle of Man' and 'Another country'. At the bottom is a green 'Continue' button.

## Step 15: Select the type of ID you will use

At the beginning of the process, you were given details of which types of ID would be valid. Most of our clients are likely to choose the UK passport or UK driving licence options.

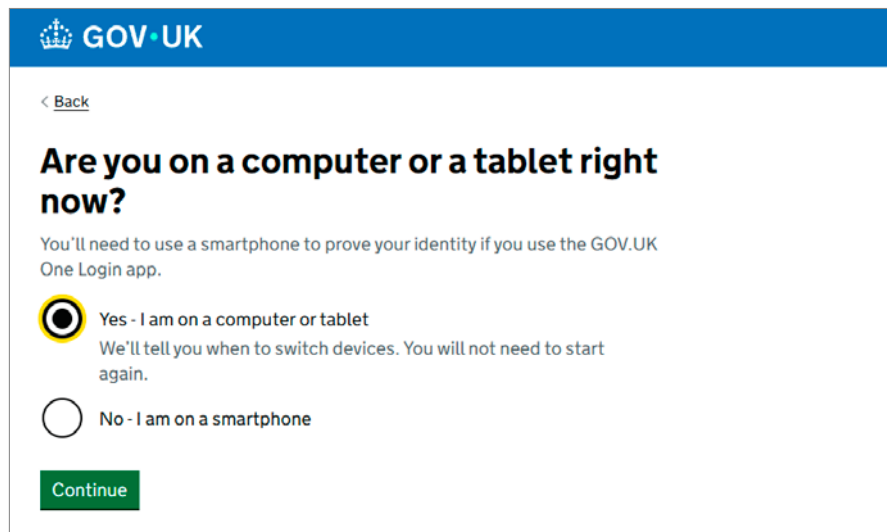
If you have one of the listed types of ID, select 'Yes' and then click **'Continue'**.



The screenshot shows the GOV.UK website header. Below it, the heading 'Tell us if you have one of the following types of photo ID' is displayed. A subtext reads: 'This will help us find the best way for you to prove your identity.' Below this, it says 'You can use one of the following types of photo ID:' followed by a bulleted list: 'UK photocard driving licence', 'UK passport', 'non-UK passport with a biometric chip', 'UK biometric residence permit (BRP)', 'UK biometric residence card (BRC)', and 'UK Frontier Worker permit (FWP)'. A grey box contains the text: 'You can use an expired BRP, BRC or FWP up to 18 months after its expiry date if you have a smartphone.' Below this is a link: 'Find out more about the different types of [photo ID we accept \(opens in new tab\)](#)'. The heading 'Do you have any of these types of photo ID?' is followed by the text: 'You'll need to have your photo ID ready. You cannot use a photocopy or digital copy.' There are two radio button options: 'Yes' (which is selected) and 'No'. At the bottom is a green 'Continue' button.

## Step 16: Select the type of device you are using

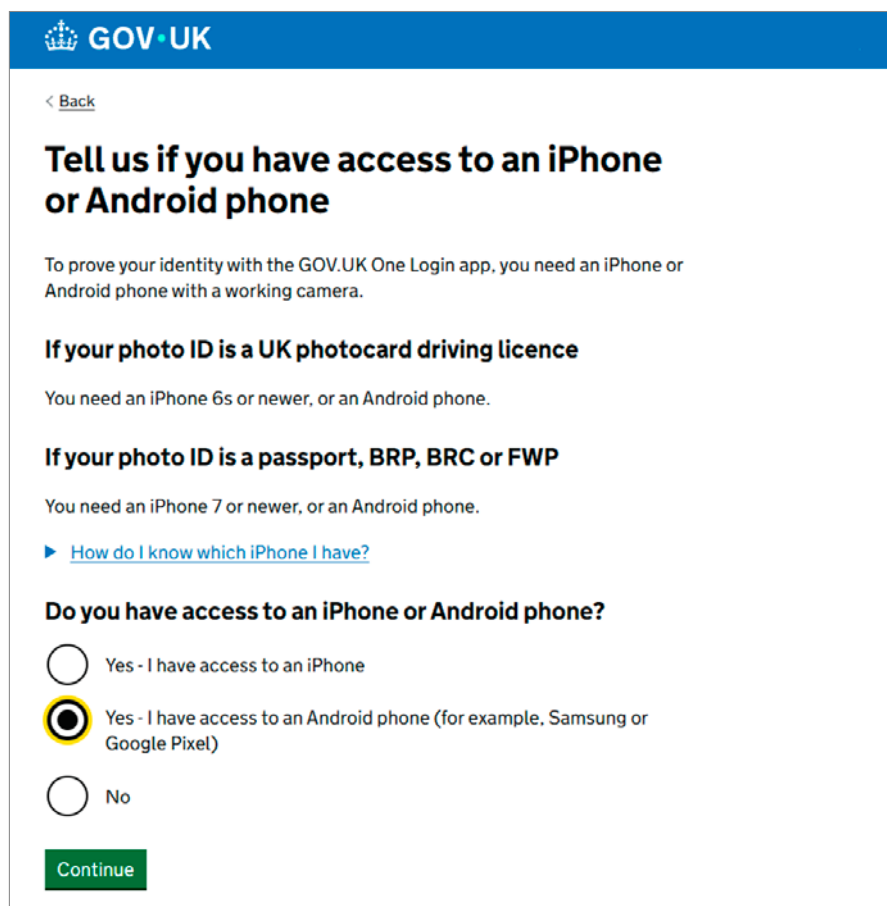
Here we selected that we were on a phone or tablet. If you are on a smartphone, the next steps will be slightly different but equally straightforward.



The screenshot shows the GOV.UK login interface. At the top is the GOV.UK logo. Below it is a '< Back' link. The main heading is 'Are you on a computer or a tablet right now?'. A subtext explains: 'You'll need to use a smartphone to prove your identity if you use the GOV.UK One Login app.' There are two radio button options: 'Yes - I am on a computer or tablet' (which is selected) and 'No - I am on a smartphone'. A green 'Continue' button is at the bottom.

## Step 17: Confirm you have access to a compatible phone

Read the instructions and then confirm you have an iPhone or Android phone running an operating system that's compatible with processing your chosen ID type. Choose your type of phone and click 'Continue'.



The screenshot shows the GOV.UK login interface for Step 17. At the top is the GOV.UK logo. Below it is a '< Back' link. The main heading is 'Tell us if you have access to an iPhone or Android phone'. A subtext explains: 'To prove your identity with the GOV.UK One Login app, you need an iPhone or Android phone with a working camera.' There are two sections of instructions: 'If your photo ID is a UK photocard driving licence' (requiring an iPhone 6s or newer or an Android phone) and 'If your photo ID is a passport, BRP, BRC or FWP' (requiring an iPhone 7 or newer or an Android phone). A link 'How do I know which iPhone I have?' is provided. There are three radio button options: 'Yes - I have access to an iPhone', 'Yes - I have access to an Android phone (for example, Samsung or Google Pixel)' (which is selected), and 'No'. A green 'Continue' button is at the bottom.

## Step 18: Scan the QR code with your phone

Use your phone to scan the QR code displayed on your computer or tablet, then follow the on-screen instructions displayed on your phone.

The screenshot shows the GOV.UK One Login app setup page. The header includes the GOV.UK logo and a 'Sign Out' link. The main heading is 'Use the GOV.UK One Login app to prove your identity'. Below this, it explains that the app works by matching your face to your photo ID. The first step is 'Download the GOV.UK One Login app', which involves scanning a QR code. A callout box on the right highlights the QR code with the text 'The app uses a face scan' and 'Help using the GOV.UK One Login app to download the app'. Below the QR code, there are links for help: 'How to scan the QR code', 'How to download the app without a QR code', 'I am sensitive to flashing colours', 'Do I need to take off my glasses?', and 'I'd prefer not to use the app'. The second step is 'Open the GOV.UK One Login app', which involves following instructions in the app. A progress indicator shows the current step. The third step is 'Finish proving your identity here', which involves matching your face to your photo ID. A 'Continue' button is at the bottom.

**Use the GOV.UK One Login app to prove your identity**

The GOV.UK One Login app works by matching your face to your photo ID.

First you will need to download, open and use the app. Then you will come back to this page to finish proving your identity.

**1. Download the GOV.UK One Login app**

You can download the GOV.UK One Login app by using the camera on your phone to scan the QR code.

[How to scan the QR code](#)

**The app uses a face scan with flashing colours**

**Help using the GOV.UK One Login app**

- [How to download the app without a QR code](#)
- [I am sensitive to flashing colours](#)
- [Do I need to take off my glasses?](#)
- [I'd prefer not to use the app](#)

**2. Open the GOV.UK One Login app**

Follow the instructions in the app to prove your identity.

Waiting for you to open the app. Keep this page open while you do this.

**3. Finish proving your identity here**

If we successfully match your face to your photo ID, you'll finish proving your identity online.

Then you can continue to the government service you want to use.

[Continue](#)

**Us the QR Code, then follow the on-screen instructions on your phone**

## Step 19: Confirmation screen

You'll then get a confirmation screen on your computer or tablet. This should say the photo on your ID has been successfully matched. Press '**Continue**'.

The screenshot shows the GOV.UK One Login app confirmation screen. The header includes the GOV.UK logo and a 'Sign Out' link. The main heading is 'We've successfully matched you to the photo on your ID'. Below this, it says 'You'll need to enter your current home address (and previous address, if you've recently moved) when you continue.' A 'Continue' button is at the bottom.

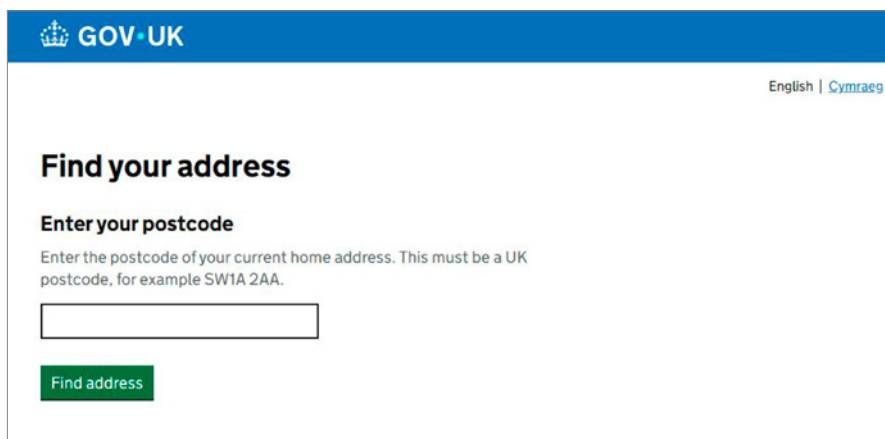
**We've successfully matched you to the photo on your ID**

You'll need to enter your current home address (and previous address, if you've recently moved) when you continue.

[Continue](#)

## Step 20: Type in the postcode of your home address

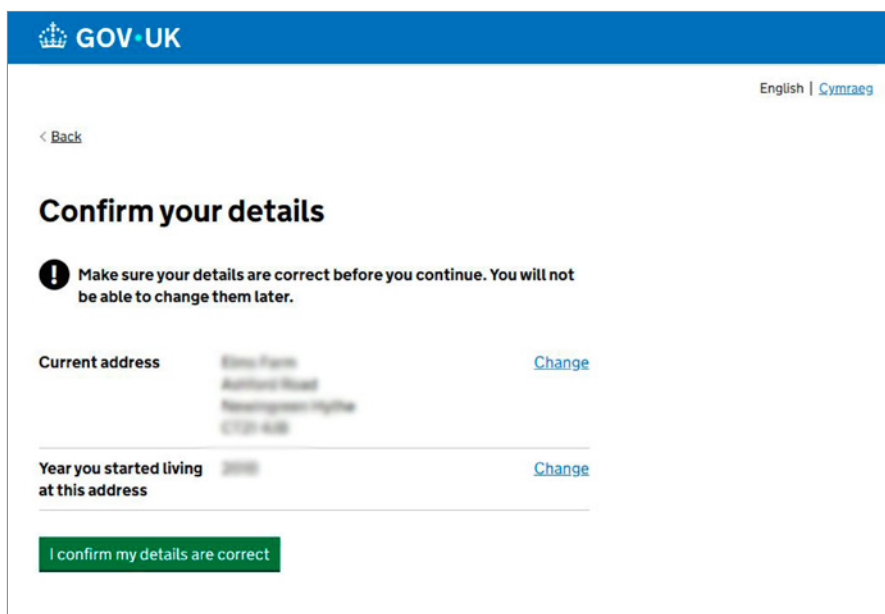
Type in your home address postcode and click **‘Continue’**.



The screenshot shows the GOV.UK 'Find your address' page. At the top is the GOV.UK logo and a language selector for English and Cymraeg. The main heading is 'Find your address'. Below it is the section 'Enter your postcode' with a sub-instruction: 'Enter the postcode of your current home address. This must be a UK postcode, for example SW1A 2AA.' There is a text input field for the postcode and a green button labeled 'Find address'.

## Step 21: Confirm your home address

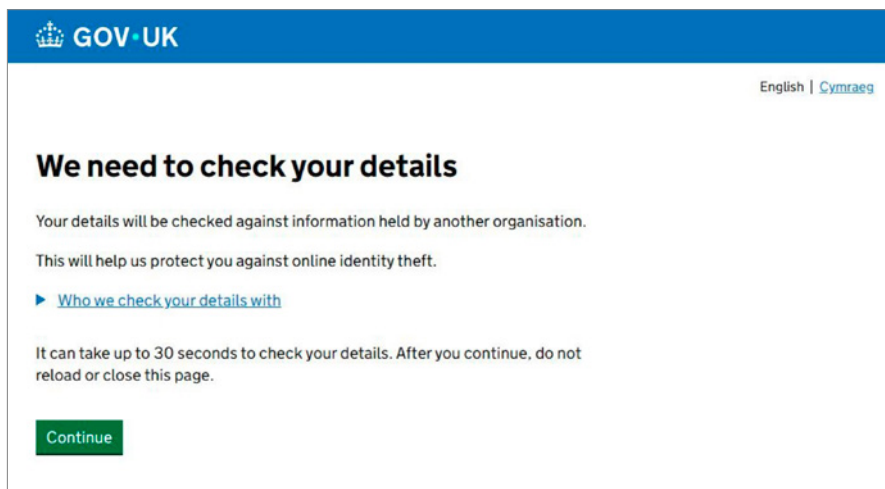
Confirm your home address and the year you started living there. Then click **‘Continue’**.



The screenshot shows the GOV.UK 'Confirm your details' page. At the top is the GOV.UK logo and a language selector for English and Cymraeg. There is a '< Back' link. The main heading is 'Confirm your details'. Below it is a warning icon and text: 'Make sure your details are correct before you continue. You will not be able to change them later.' There are two sections: 'Current address' showing '100, Park Road, London, N1 2AB' with a 'Change' link, and 'Year you started living at this address' showing '2010' with a 'Change' link. At the bottom is a green button labeled 'I confirm my details are correct'.

## Step 22: Click continue and wait

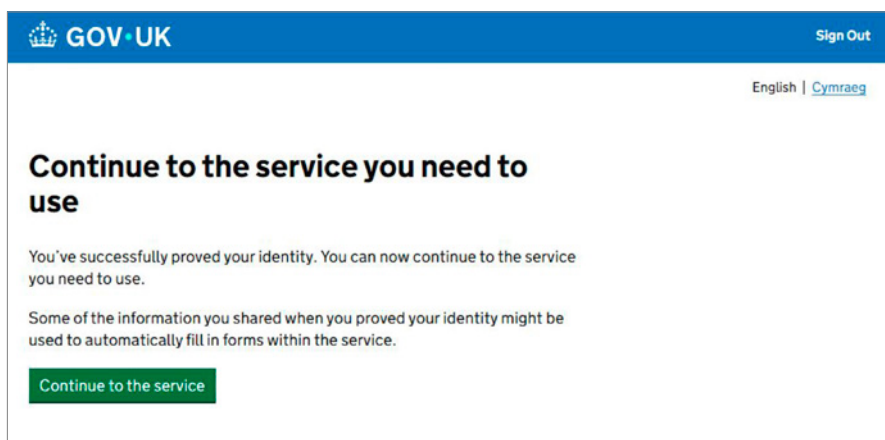
Click '**Continue**' and wait for the system to check your details.



The screenshot shows the GOV.UK website header with the crown logo and 'GOV.UK' text. In the top right corner, there are links for 'English' and 'Cymraeg'. The main heading is 'We need to check your details'. Below this, it states: 'Your details will be checked against information held by another organisation. This will help us protect you against online identity theft.' There is a blue link with a right-pointing arrow: 'Who we check your details with'. Below that, it says: 'It can take up to 30 seconds to check your details. After you continue, do not reload or close this page.' At the bottom, there is a green button labeled 'Continue'.

## Step 23: Click 'Continue to the service'

Click '**Continue**' and wait for the system to check your details.




The screenshot shows the GOV.UK website header with the crown logo and 'GOV.UK' text. In the top right corner, there is a 'Sign Out' link and links for 'English' and 'Cymraeg'. The main heading is 'Continue to the service you need to use'. Below this, it states: 'You've successfully proved your identity. You can now continue to the service you need to use.' It then says: 'Some of the information you shared when you proved your identity might be used to automatically fill in forms within the service.' At the bottom, there is a green button labeled 'Continue to the service'.



## Step 24: Your ID verification should be complete

This page should give you a personal code for Companies House. Make a note of it in a secure place and read the instructions on this page carefully.

Congratulations! You've not completed the ID verification process.

 Companies House

[< Back](#)

[0123456789@company.co.uk](#) [Sign out](#)

### Identity verification complete

Your Companies House personal code is **0123456789**

You can also find your code in the [Manage account \(opens in new tab\)](#) section of your Companies House account.

#### What you'll need your Companies House personal code for

You'll need your personal code for various reasons. For example:

- as part of some company filings, such as the [confirmation statement \(opens in new tab\)](#)
- if you are appointed as a director
- if you become a [person with significant control \(PSC\) \(opens in new tab\)](#)

The code is personal to you, not your company or a company you work for. If you are a director or a PSC, you'll need to use your Companies House personal code to connect your verified identity to our records. This is a requirement, and will ensure that we know the correct person is linked to the name we have on file.

Your personal code is not the same as the [company authentication code \(opens in new tab\)](#). If you have an authentication code, you should continue to keep this safe as you'll need it to file online. You may need your personal code for some online filings as well.

#### Only share the code with people you trust

You may need to share this code with people you trust to file on your behalf, or for your company. Keep this information secure, as you would with other unique codes such as your Unique Taxpayer Reference (UTR) for HMRC.

Identity verification makes it much more difficult for criminals to impersonate someone, but not impossible.

Continue

#### Feedback

This is a new service. Help us improve it by completing our [quick survey \(opens in new tab\)](#).

# A TEAM NEAR YOU

THP is a long-established firm of accountants. With over 40 trained accountancy professionals, we bring you a much wider range of expertise than the average High Street firm.

Better still, with branches in Wansted, Sutton, Chelmsford and Saffron Walden, we've got specialist team members working near you. Feel free to contact any of our branches to arrange a free initial consultation.

Want to learn more about THP?

You can find out more about us [here](#).

## THP Wanstead

34-40 High Street  
Wanstead, London  
E11 2RJ

020 8989 5147  
[wanstead@thp.co.uk](mailto:wanstead@thp.co.uk)

## THP Chelmsford

Waterhouse Business  
Centre  
Unit 53, 2 Cromar Way  
Chelmsford, Essex  
CM1 2QE

01245 251731  
[chelmsford@thp.co.uk](mailto:chelmsford@thp.co.uk)

## THP Sutton

Unit 4, Mulgrave  
Chambers, 26-28  
Mulgrave Road, Sutton,  
SM2 6LE

020 8652 1070  
[sutton@thp.co.uk](mailto:sutton@thp.co.uk)

## THP Saffron Walden

24 High Street Saffron  
Walden, Essex  
CB10 1AX

01799 527478  
[saffron@thp.co.uk](mailto:saffron@thp.co.uk)

