



# Companies House ID Verification

## 1) What's changing (and when)

- Mandatory start date: 18 November 2025.
- Directors, PSCs and LLP members must verify their ID with Companies House.
- Once verified you'll receive a Companies House personal code (11-digit alphanumeric). You'll use this code to confirm you're verified for each company role you hold.

## Time windows you must know

- New directors/PSCs (appointed on/after 18 Nov 2025): must be verified as part of incorporation/appointment. PSCs have 14 days from the date they're added to the register to submit their verification statement and personal code.
- Existing directors: provide your personal code in your company's first confirmation statement due on/after 18 November 2025.
- PSCs: you must provide your personal code within your 14-day window, which will be one of the following:
  - If you became a PSC on or after 18 November 2025: Your 14-day period begins on the date you were registered as a PSC with Companies House.
  - If you were an existing PSC on 18 November 2025 and are also a director: Your 14-day period begins from the company's confirmation statement date.
  - If you were an existing PSC on 18 November 2025 and are NOT a director: Your 14-day period begins on the first day of the month of your birth, as shown on the Companies House register.
- If you are both a director and a PSC of the same company: you must provide your personal code twice (once via the confirmation statement as director, and once via the separate PSC service within 14 days of the confirmation statement date).



**WB Tip:** You can verify early (voluntary verification opened April 2025). Early verification avoids the rush and gives you your personal code ready for filings. However, you need to make sure that you make a note of your personal code at the end of the ID verification process, as it currently appears to be difficult to obtain it again later.



## 2) What you'll need

- ID documents. For the online, automated check, you'll need one of:
  - a biometric passport from any country
  - UK photo driving licence (full or provisional)
  - UK biometric residence permit (BRP)
  - UK biometric residence card (BRC)
  - UK Frontier Worker Permit (FWP)
- Device & internet - smartphone and the GOV.UK ID Check App (available for free on Apple and Android stores)
- Personal details - full name, any former names, date of birth, current home address and address history for the past 12 months, plus an email address.

These are required whichever verification route you take.

## 3) Your two verification routes

### Route A - Verify directly with Companies House (GOV.UK One Login)

1. Create a GOV.UK One Login using your email address (same email as your Companies House login).
2. Login to the GOV.UK ID Check App.
3. Scan your ID (or upload images) and complete the likeness/face match steps.
4. Provide your name, DOB, addresses (12 months), and any former names.
5. Submit and wait for an on-screen confirmation. Most checks complete in minutes.
6. You'll receive your Companies House personal code on screen at the end of the process (keep it safe; you'll need it for each role you hold and for each company).





7. Send your personal code to your Account Manager at Winchester Bourne – we will add it to your client profile for when it's needed. Please send it over to us in accordance with your security policies. *Remember it is sensitive information that you want to keep safe.*
8. If you get stuck at any point in the process, return to:  
<https://www.gov.uk/guidance/verify-your-identity-for-companies-house>

If the automated check fails, you'll be guided to an alternative route (manual checks or further evidence). Follow the prompts and resubmit.

### Route B - Verify via an Authorised Corporate Service Provider (ACSP)

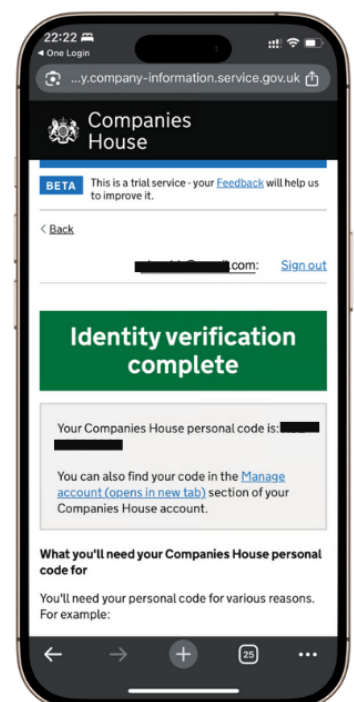
1. Winchester Bourne are currently in process of signing up as an Authorised Corporate Service Provider, so we will be able to offer this service shortly. If you would like us to let you know when we are ready to offer this, please let us know.
2. We will be charging a fee of £140 + VAT for this service, which covers our time and direct verification costs.
3. We may already have your ID on file, but might need to request updated ID and to verify your identity
4. Once we have completed the verification, you will receive your personal code.

**Good to know:** Using an ACSP can be convenient (especially for overseas directors or tricky cases). However, you're free to verify directly yourself if you prefer.

### 4) How to use your Companies House personal code

- Directors: enter the code in your company's confirmation statement (CS01 replacement service will prompt for it). If you're a director of multiple companies, you'll need to provide it for each company's statement.
- PSCs: submit a separate PSC verification statement with your personal code within your 14-day window (see section 1 'time windows').
- New companies/appointments: you'll be asked for each director/PSC code during incorporation/appointment filings.

**Keep it secure.** Treat your personal code like a password. Do not email it casually; use secure channels.





## 5) Common scenarios & fixes

- **No smartphone / accessibility needs** - use a desktop/laptop with webcam, or verify via an ACSP. Reasonable adjustments are available.
- **Foreign passport / overseas resident** - perfectly acceptable; you may be steered to ACSP or additional steps if the automated chip check doesn't work.
- **Name changes / mismatches (e.g., marriage)** - verify under your current legal name and have supporting evidence (e.g., marriage certificate) ready. Update the company records as needed.
- **Address history gaps** - supply alternative evidence (utility bill, bank/council tax/mortgage/tenancy for current address) and an explanation if requested.
- **Already verified elsewhere (bank, HMRC, etc.)** - you must still complete Companies House verification - other KYC does not transfer.

## 6) What happens if you do not verify

- It will be an offence to act as a director without having verified once the duty applies.
- Confirmation Statements cannot be filed without a personal code after 18 November 2025. Lately, Companies House has been starting the dissolution process with companies with late Confirmation Statement within 3 months.
- PSCs who miss their window may be non-compliant until they submit their statement and code.

**Recommendation:** verify as early as possible to avoid filing delays or last-minute scrambles around confirmation statement dates.

## 7) FAQs

### **Q. Do I need to verify again when my passport expires?**

**A.** No. Once verified, you don't need to re-verify simply because a document later expires.

### **Q. Will this show my personal code publicly?**

**A.** No. Companies House uses it to link your verified identity to your roles; it's not public.

### **Q. Can Winchester Bourne do this for me?**

**A.** Yes - we will shortly be registered to be able to offer this service for you. Otherwise, you can verify directly using GOV.UK One Login.



**Q. I'm both a director and a PSC - do I file twice?**

**A.** Yes: once via the confirmation statement (director role) and once via the PSC verification statement (within your 14-day window – see section 1 'time windows').

**Q. Where can I find my personal code if I didn't make a note of it when I completed the verification process?**

**A.** There are two ways that Companies House say you can find your personal code, either by logging into your Companies House account and clicking on 'Manage Account' or by searching for the email received from Companies House when you verified. However, as at the date of publication of this document, it is our experience that neither of these ways are currently possible! Presumably this will change after 18 November 2025.