

CHECKLIST

Identity Verification Checklist for Businesses

Use this checklist to design a verification process that is fast for candidates and customers, defensible for your compliance team and respectful of privacy.

Before you verify

- Define exactly which claims you need (identity, qualification, employment, licence, criminal record where lawful).
- Document your lawful basis for processing each item of personal information.
- Tell people what you will check, why, and for how long you will keep the result.
- Obtain explicit consent where required.

During verification

- Prefer cryptographically verifiable credentials over scanned documents.
- Check the issuer is accredited and the credential has not been revoked or expired.
- Match the credential to the person (liveness check or trusted login).
- Record the verification result, not unnecessary copies of documents.

After verification

- Restrict access to results to people who need them.
- Set retention periods and delete data when they expire.
- Review a sample of verifications every quarter for quality and fairness.
- Give people a way to correct inaccurate information.

Red flags

- Certificates with inconsistent fonts, dates or signatures.
- Institutions that cannot be found in official registers.
- Pressure to skip checks "to save time".
- Requests to send verification results to personal email addresses.