

Guidance Leaflet

CIS PPL 1.3

Verify a User's Identity

- **RA Manager**
- **RA Agent**
- **RA-ID Checker**

Verify a User's Identity:

RA Manager / RA Agent / ID Checker

A Smartcard is an important token containing their 'Digital Identity' and the issue of such a card is subject to adequate identification checking, often referred to as the e-Gif Lv3 standard.

The original documents to be seen are the same and as listed by NHS Employers as required for employment within the NHS.

This is a MINIMUM of:

ONE Photo-Identification + **TWO** address verifications

-OR-

TWO Photo-Identifications + **ONE** address verification

(Without this combination of required photo ID / documents then please refer to NHS Employers guidance.)

*Photo identification:

Populate the required tables using the drop-down selection as appropriate.

*Photo identification:

*Address verification:

*I verify the original documents were seen and confirmed to be genuine in a face to face meeting with the applicant.

VERIFY A USER'S IDENTITY

*Photo identification:

- Passport
- Driving Licence
- No photo ID available

For Example:

Passport

*Country:

*Passport number:

*Date of issue:

Driving licence

*Country:

*Driving licence number:

*Date of issue:

*Address verification:

Select appropriate address document type:

Select type...

- Utility bill 1 (but not a mobile phone bill)
- Utility bill 2 (but not a mobile phone bill)
- Local authority tax bill
- HMRC tax notification (but not a P45 or P60)
- Financial statement**
- Local council rent card or tenancy agreement
- Confirmation from electoral register search
- Mortgage statement from a recognized lender
- Benefit statement from DWP
- Driving Licence

Financial statement

*Document issuer:

*Date of issue:

>> Positive Verification Required >>

*I verify the original documents were seen and confirmed to be genuine in a face to face meeting with the applicant.

Enter notes to enhance the registration record.

Notes (0)

Add note:

Post | 20 notes left | 201 characters left

When all relevant fields are completed:

>> Grant User >>

Grant user

Success: A new identity for [Ian McGarrett](#) has been created with the UUID of 1409 0226 2895. The request originator will be notified.

Your next step

- [Issue Smartcard for Ian McGarrett now](#)
- [Issue Smartcard later](#)
- [Create new identity](#)

(Note: the function of an RA-ID Checker cannot issue a Smartcard)

Depending on your printer availability and local RA process a Smartcard can be issued now, or later where the applicant can be selected from the directory and a Smartcard ISSUED.

For card issuance refer to PPL 1.4.