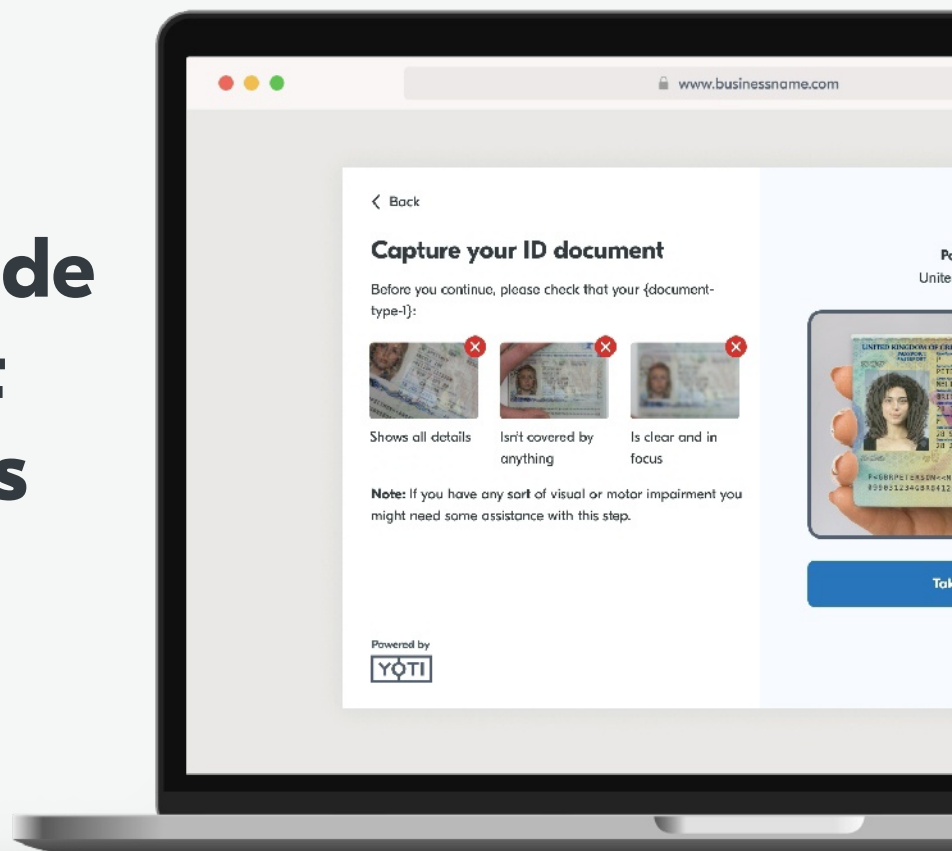


Identity Verification Service

Candidate guide to digital right to work checks



Digital ID checks

The government has updated its right to work guidelines. As a result, you can now use digital identity verification to confirm you have the right to work in the UK.

To meet the new guidelines, we've teamed up with government-certified identity service provider Yoti and its partner, the Post Office. We'll use Yoti's Identity Verification service to confirm your identity when you register with us online.

The service is a simple two-step process which involves capturing an image of your ID document and taking a photo of yourself. Using the latest technology, Yoti matches your photo to your ID and checks the document is genuine.

This guide will walk you through how to use the service.

The types of ID documents you can use

- UK passport
- Irish passport
- Irish passport card

Please Note: We only accept ID documents that are in date.

How to take a photo of your ID

- Ensure that camera permissions are enabled on your laptop or phone.
- Make sure you capture the whole ID document in the image, including the two lines of letters and numbers at the bottom.
- Try to capture clear images without any glare. For best results, use your phone.
- Hold the document straight.

How to take your photo

- Find an area with good lighting.
- Position your camera at eye level.

How to complete a right to work check

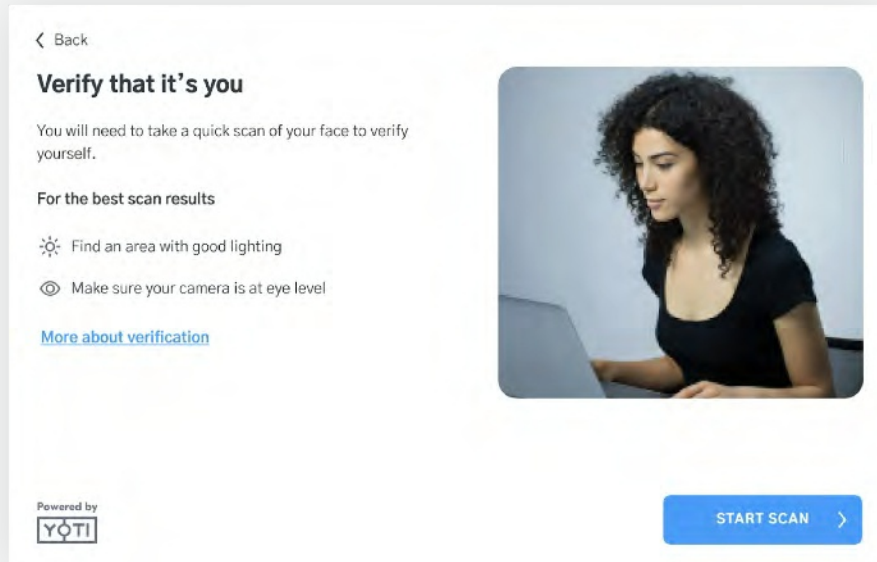
- 1) Select the ID issuing country and the type of ID, then click “Continue”.

This screenshot shows the first step of the ID selection process. At the top, there is a 'Back' link. The main heading is 'Select the type of ID document you want to add'. Below this, a note states: 'You'll need to take a photo of your ID in the next step. We'll ask you to enable camera access.' There is a dropdown menu for 'Issuing country' with 'United Kingdom' selected. Under 'Type of ID', there are two radio button options: 'Passport' (which is selected) and 'I don't have this documents'. Below these options is a grey box titled 'Identity check' containing the text 'We are going to check your details with an identity verification provider.' and a link 'More about verification'. At the bottom left is the 'Powered by YOTI' logo, and at the bottom right is a blue 'Continue' button with a right arrow.

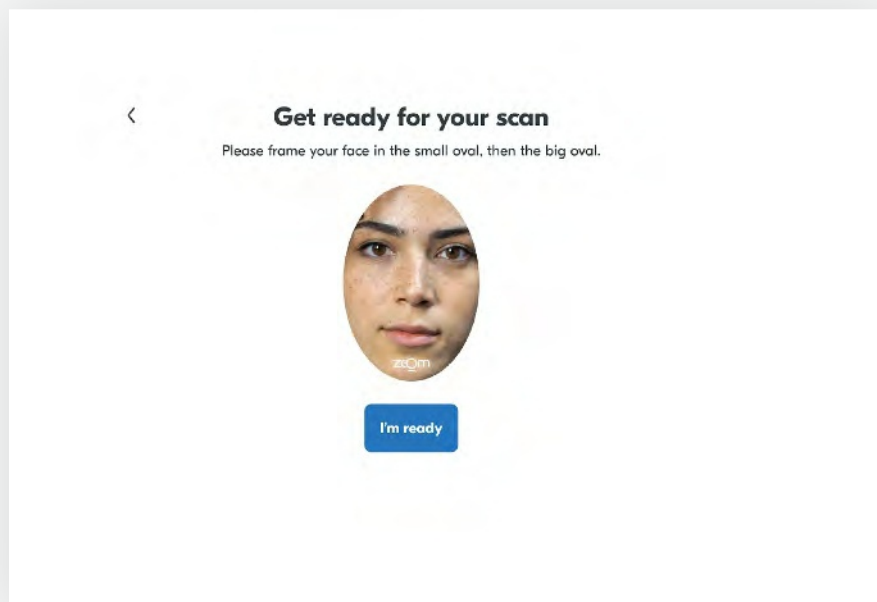
- 2) Take a photo of your ID document. Make sure it's clear, and all the information is readable in the resulting image. Then click “Take photo”.

This screenshot shows the 'Capture your ID document' screen, which is split into two panels. The left panel has a 'Back' link and the heading 'Capture your ID document'. It includes a note: 'Before you continue, please check that your {document-type-l}:'. Below this are three example images of a passport, each with a red 'X' in the top right corner. The first image is labeled 'Shows all details', the second 'Isn't covered by anything', and the third 'Is clear and in focus'. A 'Note' at the bottom of this panel states: 'Note: If you have any sort of visual or motor impairment you might need some assistance with this step.' The right panel shows a clear photo of a United Kingdom passport held in a hand. Above the photo, the text 'Passport' and 'United kingdom' is displayed. Below the photo is a blue 'Take photo' button with a camera icon. At the bottom left of the entire screen is the 'Powered by YOTI' logo.

- 3) If you don't capture a clear image, please try again before uploading.
- 4) To prove it's you, you'll need to take a quick scan of your face.

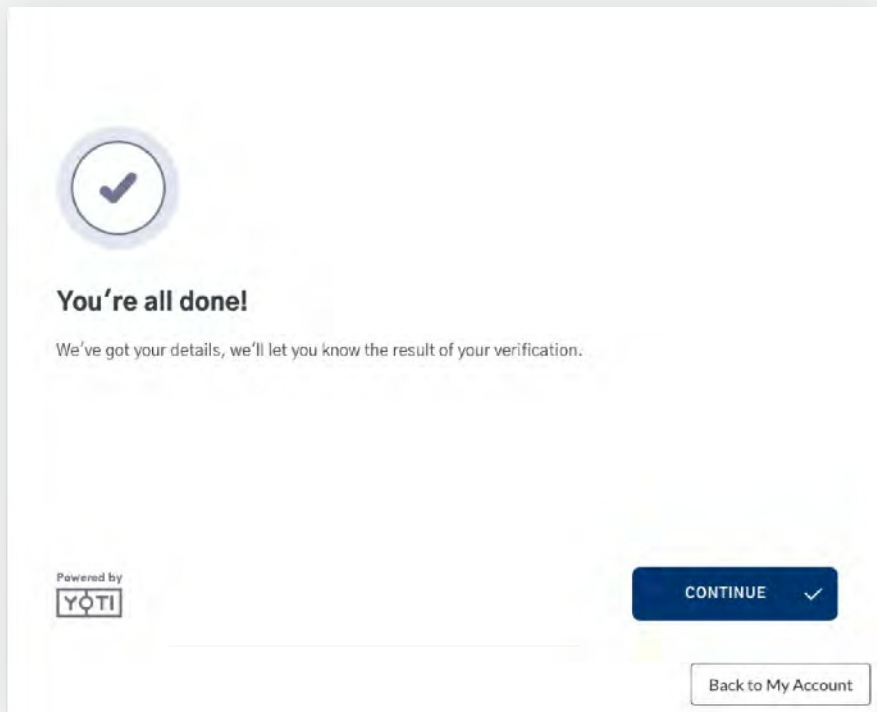


Follow the instructions on the screen to position your face in the oval and move towards the screen when asked.



- 5) That's it. You can now click or tap "Exit", and we'll confirm your account as soon as your check is complete.

- 5) You can now click “Continue”. We’ll confirm your account as soon as your check is complete.



Please refresh your screen after 5 minutes to view the results of your check.



About Yoti Ltd

Yoti is a digital identity company that makes it safer for people to prove who they are. It specialises in accessible identity verification for right to work, right to rent and DBS checks.

Read a little more about Yoti's certification and ethics below.

Yoti is:

- The UK's first certified Identity Services Provider (IDSP) to the Digital Identity & Attributes Trust Framework.
- A company that works to a clear ethical framework that's built on seven business principles.
- Guided by an external Guardian Council board that ensures it builds tech with moral and ethical integrity.
- A founding B Corp member, belonging to a network of like-minded companies transforming the global economy.