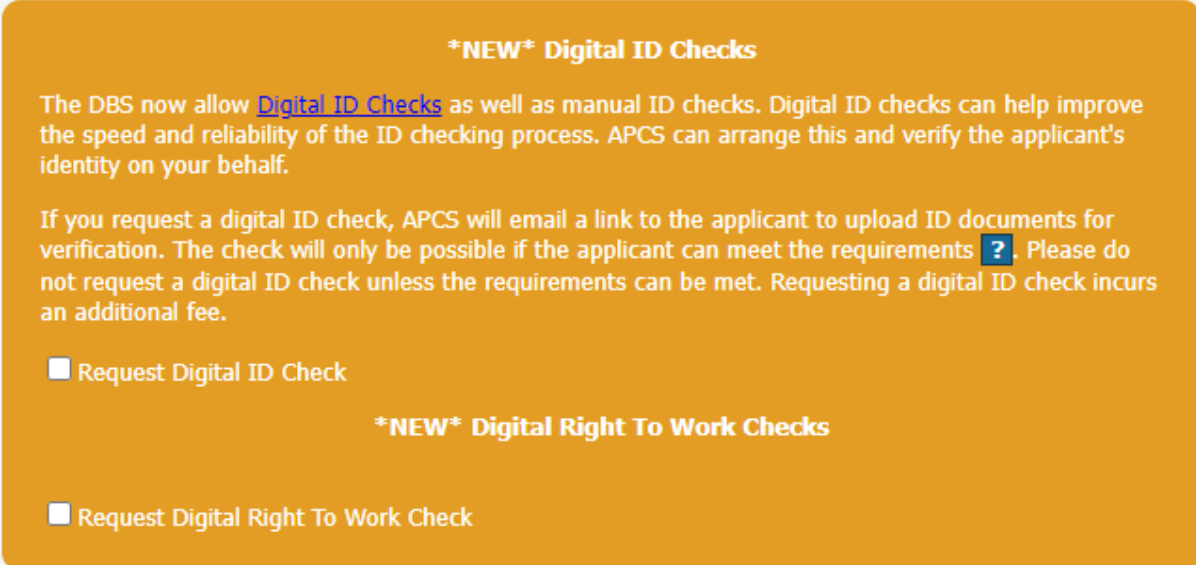# Digital ID and Right To Work Checks

APCS offer digital ID and right to work checks, a fast and reliable way to verify a candidate's identity / right to work. Digital ID checks aren't replacing the traditional way of undertaking ID checks, they are simply an approved alternative, complying with the latest DBS ID checking guidelines. Digital ID checks can help to improve the speed and reliability of the ID checking process.

Requesting a Digital ID / RTW Check

The process for requesting digital ID / RTW checks has been made as easy as possible. At the top of the ID checking form, you will see a banner which advertises the two new services and gives you the option to request one or both of them (image 1). If you can't see the banner, this means the options haven't been enabled on your account yet. If you would like them enabled, please contact us. Please also contact us if you want the options removed.

Image 1

If you request a digital ID check, the ID checking page will automatically update to remove the sections that relate to manual ID checking. You can still review the application details and enter the position applied for etc.

If you request a digital ID and/or RTW check, when you have completed the rest of the form APCS will send the relevant emails to the applicant with instructions for completing the check. The applicant will follow a link in the email and be prompted to upload scans of certain ID documents and complete a liveness check. Once this is done, the digital check itself is usually completed with several minutes.
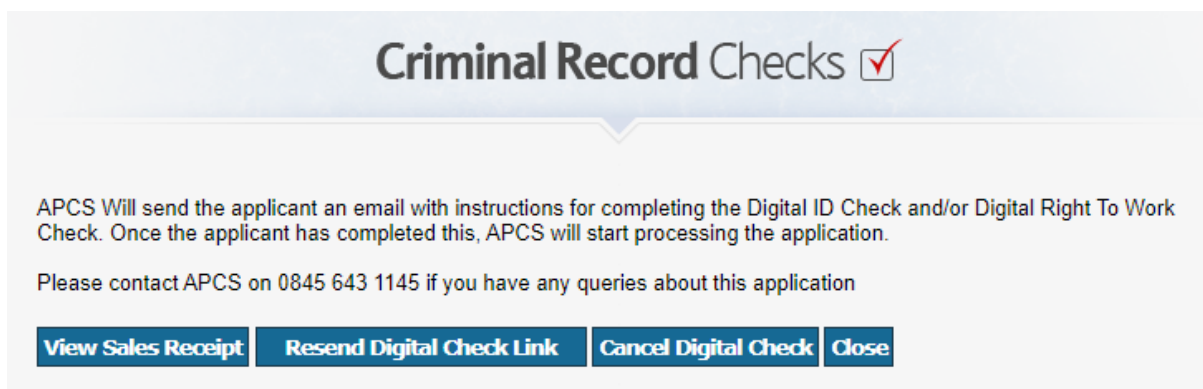
If the check is successful, a report will be emailed to you which contains all the verified profile data taken from the identity documents and includes key features such as the assurance level, checks performed, and document images.

In the case of a successful digital ID check, APCS will check the verified profile against the name, date of birth, and current address entered in the application. If these all match, APCS will submit the application to the DBS. If there is a discrepancy, APCS will contact you.

In the case of an unsuccessful digital ID check, you will receive an email confirming the reason and providing the link that will take you back to the ID checking page so you can complete the ID check manually.

If you request a digital ID check and the applicant doesn't complete it, you can follow the ID checking link again (or access the link from your Management Reporting Account) and you will get the following screen (image 2). This screen gives options to **Resend Digital Check Link** (to the applicant) or to **Cancel Digital Check** (allowing you to complete a manual ID check instead).

Image 2

Web Order Facility

APCS also has a separate web order facility which enables you to request digital ID / RTW checks independent of a DBS application.

Documents Required

In order for a digital check to have a chance of being successful, the applicant must have a smart device that can take images and access web pages and the applicant must possess certain ID documents. The number of documents required will depend on the type of check. Please see requirements below. In addition, for a digital ID check, the applicant's current address must be in the UK.

Type of check	Documents	Minimum number of documents required
Digital ID check (Medium Level of Confidence)	Passport, UK Driving Licence [View supported documents](#)	1
Digital ID check (High Level of Confidence)	Passport, UK Driving Licence, National ID Card [View supported documents](#)	2
Digital RTW check	UK or Irish Passport	1

Please do not request a digital check unless the above requirements can be met.

Demo

Yoti have created a free [live demo](#) which you, or your applicants, can use to see what the digital check process is like.