

Required Verification Documents



Biometric ID of all PSCs*



Proof of Residential Address for all PSCs*



Proof of Trading Address



Proof of Registered Office Address



Certificate of Incorporation

*Directors and beneficial owners with 25%+ ownership or control, plus account holder if not listed

Why Do We Need To Verify Your Identity?

At UK Postbox security is our top priority. Our Know Your Customer (KYC) protocols are essential for regulatory compliance and to help create a secure environment, protecting our users against fraud, identity theft, and other forms of misuse. The process only takes a few minutes.

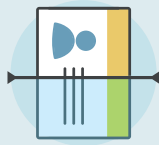
How Does the Identity Verification Work?

1. Identity Document



Ensure you have your ID available and be ready to take a Selfie

2. Upload Document



Scan your ID using your Mobile Phone or Desktop Webcam

3. Biometric Selfie Check



Take a Selfie using your Mobile Phone or Desktop Webcam

4. Address ID Upload



Upload a photo of your proof of address document

Using facial recognition technology, we accurately verify your identity against the document provided.

What Documents Do We Accept?

Accepted Documents



Passport



Driving Licence
(subject to country)



Government-Issued ID Card (subject to country)

Requirements



Must be in colour
(Black and White is not acceptable)



All four corners are visible, with no glare or distortion



ID expiry date of no less than 6 months

Address ID Documents We Accept

Residential Address



Dated within 3 months

- » Utility bill (gas, electricity, water)
- » Landline telephone bill
- » Mortgage statement
- » Lease statement
- » Bank statement
- » Building Society statement
- » Credit Card statement
- » Certificate of Insurance
- » Store card statement
- » Financial statement (eg. pension or endowment)
- » Payslip
- » P45/P60 statement
- » HMRC notice coding
- » Benefits letter

Business/Organisation Address



Dated within 3 months

- » Utility bill (gas, electricity, water)
- » Landline telephone bill
- » Mortgage statement
- » Lease agreement
- » Bank statement
- » Building Society statement
- » Credit Card statement
- » Certificate of Insurance
- » Commercial Invoice
- » Commercial Agreement

Registered Office Address



Dated within 12 months

From HMRC

- » **CT41G** - Corporation tax new company details (for newly registered companies)
- » **CT600** - Corporation tax reminder

From Companies House

- » Notice to file accounts/annual return
- » Authentication codes for new companies
- » General Companies House notices

Address Documents We Do Not Accept

Mobile Phone Bill | Drivers Licence | Government issue ID



The declared addresses of verified individuals must be their actual residential address. A residential address is defined as the location where an individual lives for 183 days or more in a year.

Additional verification documents may be requested to support enhanced due diligence or to meet our compliance and regulatory requirements.