

Digital ID verification

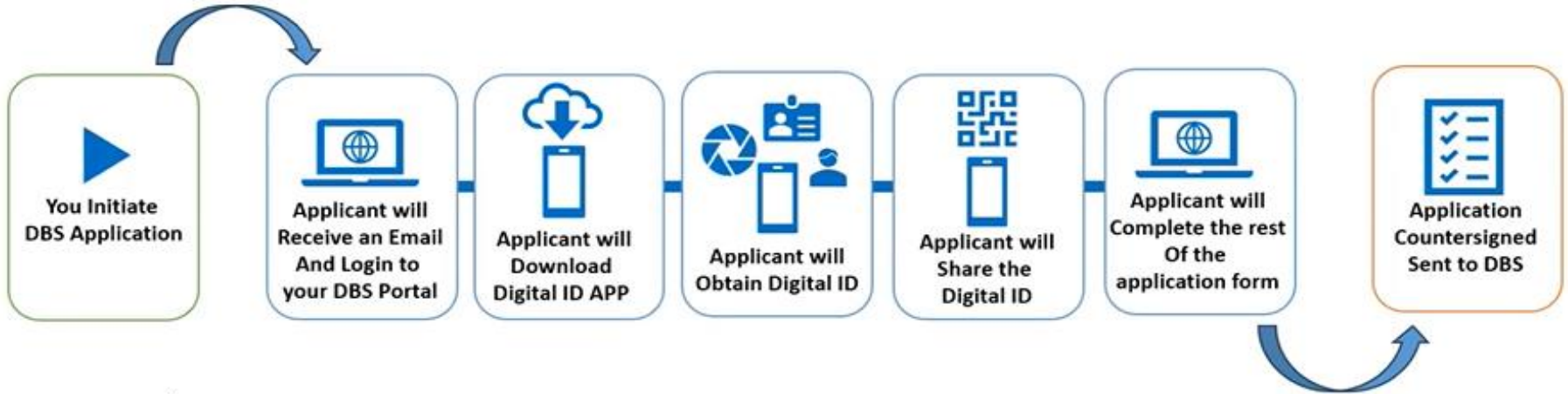
What is digital ID verification?

- Digital ID verification is a service that has been approved by the UK government for people to electronically verify their original identity documents for a DBS application.
- For the Faculty of Medicine and Dentistry DBS checks, it means that students in England, Scotland and Wales can verify their identity without the need to have their ID verified via an alternative pathway.

Digital ID verification

Register for a digital ID

You will need to submit your original ID documents by scanning them into an app provided by Atlantic Data, who are our existing service provider for QMUL's DBS disclosure system and are an approved identity service provider (IDSP). **Below you can see the steps using the app to register for a digital ID to confirm an identity for a DBS application.**



Digital ID verification

What you will need

- A smartphone with front and back camera and NFC*
- An internet connection
- A current UK address
- Photo ID, such as a passport with a biometric chip, photocard driving licence or other acceptable photo ID
- Proof of your address, such as a bank statement or utility bill.

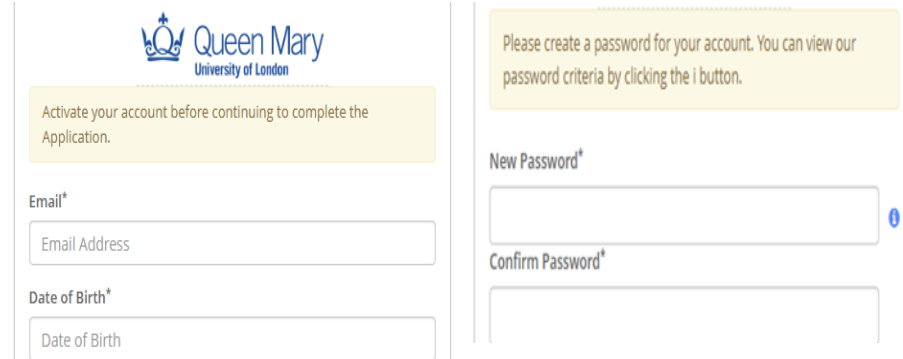
*Near-field communication – is a set of communication protocols that enables communication between two electronic devices over a distance of 4cm or less. You can check or enable your NFC within your device settings.



Digital ID verification

Get started

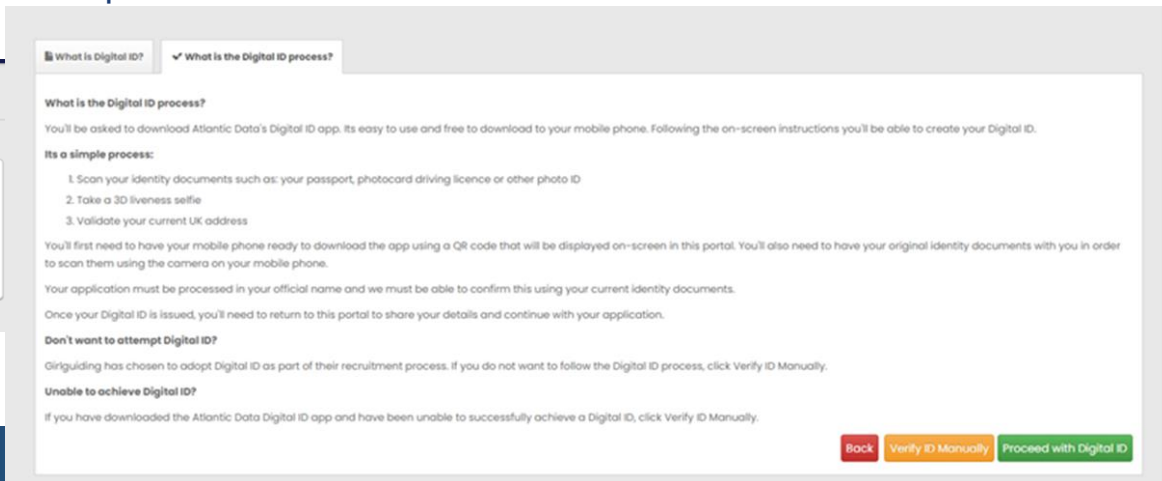
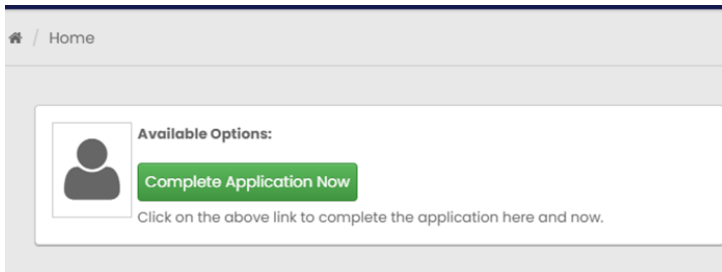
- You will receive an email with a link from dbs@gmul.disclosures.co.uk to start your DBS application on the disclosure system
- Activate your account and then login



The screenshot shows a web page for activating a DBS account. At the top is the Queen Mary University of London logo. Below it is a yellow box with the text: "Activate your account before continuing to complete the Application." The form has two main sections. The first section is for account details, with a label "Email*" above a text input field containing "Email Address", and a label "Date of Birth*" above a date input field containing "Date of Birth". The second section is for password creation, with a yellow box at the top stating: "Please create a password for your account. You can view our password criteria by clicking the i button." Below this are two labels, "New Password*" and "Confirm Password*", each followed by a text input field. A small blue information icon (i) is located to the right of the "New Password*" input field.

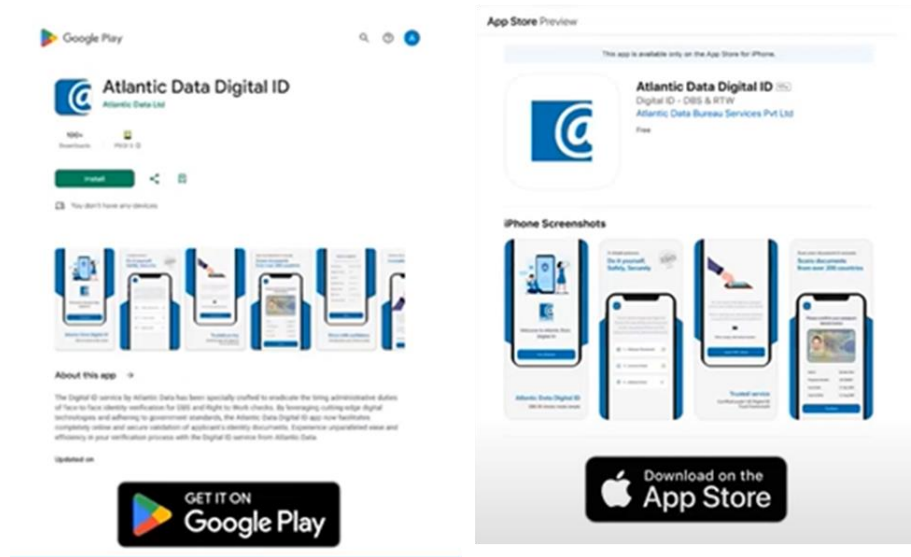
Digital ID verification

- Confirm your details. If they're correct, click the green 'Complete Application Now' button. If not, email smdadmissions@qmul.ac.uk
- Read the guidance on the next screen before clicking the green 'Proceed' button.
- To be eligible for a digital ID you must have a current UK address that can be verified digitally. Select 'Yes' and proceed. If not, you'll need to complete a Manual ID verification.



Digital ID verification

- Scan or tap the QR code to open your App store or Google Play store to download the Atlantic Data Digital ID app.



Digital ID verification

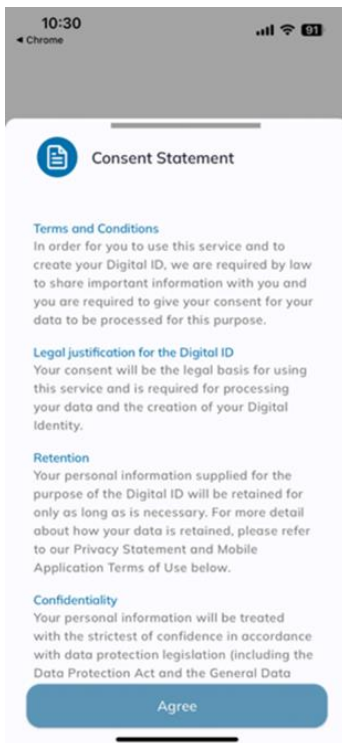
Registration

You'll now need to follow the on-screen steps to register the app. You'll need to:

- Agree to the consent statement
- Register your mobile number to your Digital ID
- Enter the verification code sent to your mobile number
- Set a 4-digit security passcode
- Take a 3D scan of your face – You may be asked to enable your device's camera and will need to follow the on-screen guidance – for example, move closer or hold steady
- **TIP:** You may need to try this a few times to get it right. For steadiness you can try propping your mobile up, or leaning it against a surface.

Digital ID verification

Registration



10:30
Chrome

 **Consent Statement**

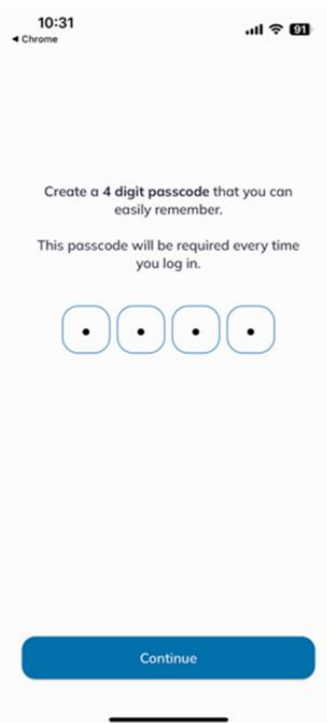
Terms and Conditions
In order for you to use this service and to create your Digital ID, we are required by law to share important information with you and you are required to give your consent for your data to be processed for this purpose.

Legal justification for the Digital ID
Your consent will be the legal basis for using this service and is required for processing your data and the creation of your Digital Identity.

Retention
Your personal information supplied for the purpose of the Digital ID will be retained for only as long as is necessary. For more detail about how your data is retained, please refer to our Privacy Statement and Mobile Application Terms of Use below.

Confidentiality
Your personal information will be treated with the strictest of confidence in accordance with data protection legislation (including the Data Protection Act and the General Data

Agree

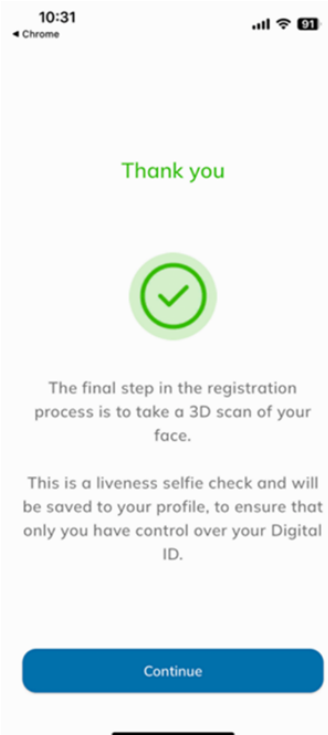


10:31
Chrome

Create a 4 digit passcode that you can easily remember.

This passcode will be required every time you log in.

Continue



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Chrome

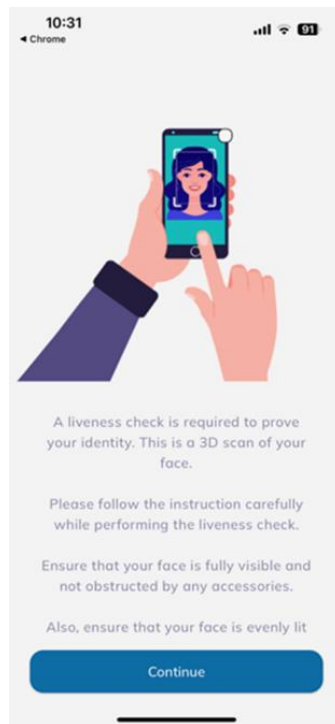
Thank you



The final step in the registration process is to take a 3D scan of your face.

This is a liveness selfie check and will be saved to your profile, to ensure that only you have control over your Digital ID.

Continue



10:31
Chrome



A liveness check is required to prove your identity. This is a 3D scan of your face.

Please follow the instruction carefully while performing the liveness check.

Ensure that your face is fully visible and not obstructed by any accessories.

Also, ensure that your face is evenly lit

Continue

Digital ID verification

- **Applying for a digital ID**

Atlantic Data app

- Enter your 4-digit passcode to access your profile again.
- Click 'Apply for Digital ID'

Disclosure system

- Scan or tap the QR code again from your application on the disclosure website. You may need to log back in if it has timed out. Use your email address and the password you created.

Digital ID verification

Applying for a digital ID: add your documents

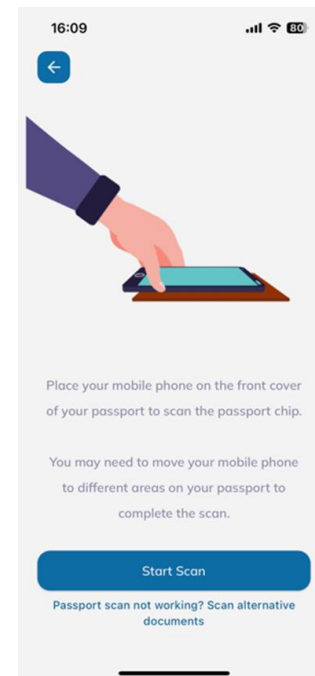
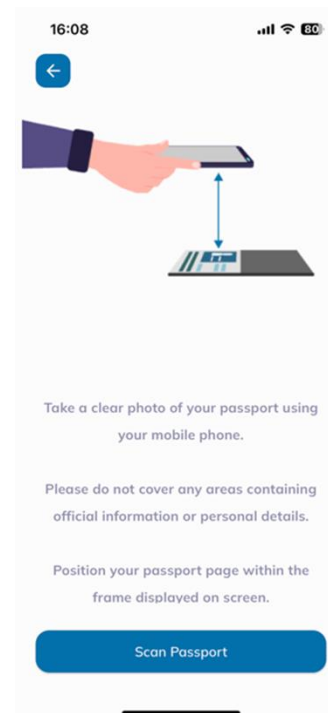
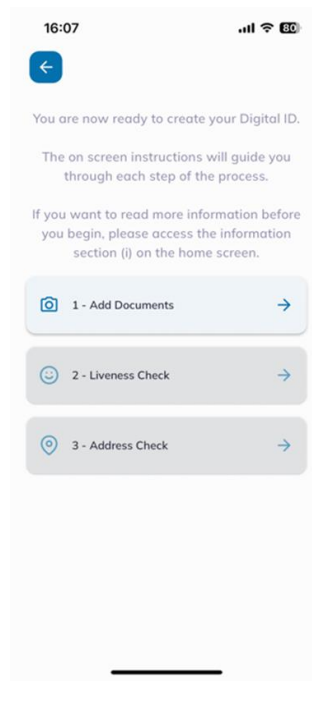
Select your nationality and whether you have a passport.

Take a clear picture of your passport page. The app will automatically capture the image when it's appropriately aligned.

TIP: We advise doing this on a darker surface to make sure the app can capture the corners of your passport page and details. You may need to try more than once.

Confirm your passport details have been captured by clicking Confirm.

Scan your passport's biometric chip using your mobile's NFC. Ensure this is enabled within your mobile phone's settings. Follow the on-screen image of how to hold your phone to your passport cover.



Digital ID verification

- **Applying for a digital ID: liveness and address checks**

Atlantic Data app

- Like when registering your profile, take a liveness 3D scan of your face for your digital ID application.
- Enter your UK postcode and select your current address from the list. An address check will be completed to verify you live at that address.

Digital ID verification

- **Applying for a digital ID: finishing up**

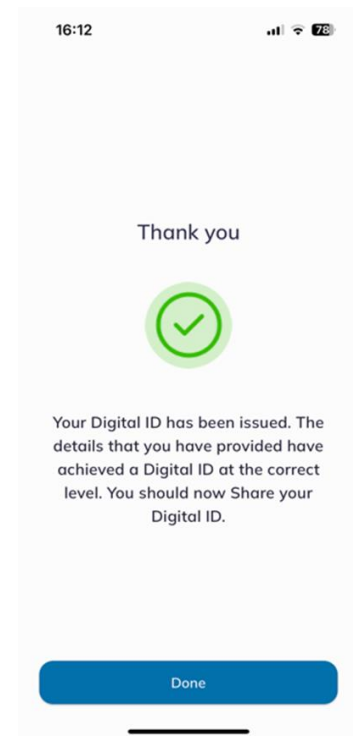
Atlantic Data app

Read and tick the box to declare the information you've provided is complete and accurate.

Click Submit your digital ID verification for review.

Wait for confirmation from the app that your digital ID has been issued and is ready to be shared.

Note: This is usually within 15 minutes, or within 2 working days if your information is under review. You'll be notified by SMS and email to log into your app to view its status. You can also check back in the app to see if it's been issued.



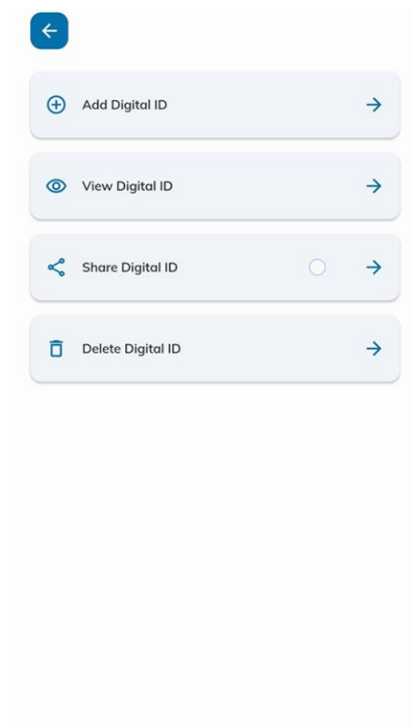
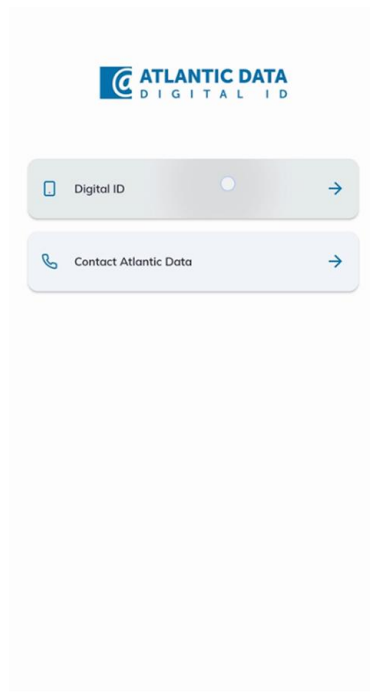
Digital ID verification

- **Sharing Digital ID**

Atlantic Data app

Once your digital ID has been issued,
log into your Digital ID app

Click 'Digital ID', then 'Share Digital ID'



Digital ID verification

Disclosure system

Confirm your ID.

- **Important note:** If the surname on your digital ID doesn't match the one on your application, you won't be able to proceed. You'll need a new application initiated.
- You won't need to do a new Digital ID as this is valid for 90 days and you'll be able to share it with your new application.
- Email smdadmissions@qmul.ac.uk for a new application request to be initiated.

Digital ID verification

Disclosure system

You'll need to complete the following sections:

- Details of any names used during your lifetime – if you use the title Ms, Mrs or Dr you'll be asked to declare surnames. If you haven't changed your surname (just the title), please enter the same surname with the month and year you changed your title.
- Your birth details.
- Other details.
- How long you've lived at your current address.
- Additional addresses if you've been living at your current address for less than 5 years.
- Your preferred contact telephone number.
- Criminal convictions, cautions, reprimands or final warnings.

Once completed click the green 'Proceed' button to submit your application to the DBS. The application process is now complete.



Queen Mary
University of London