

How to carry out an ID Search

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2016

creditsafe



ID Guide

Creditsafe ID complies with all standard 'Know Your Customer' practices. These can be used by almost any company for general due diligence when verifying new customers, suppliers, employees etc.

Creditsafe ID enables users to reinforce checks by verifying a Driver's License, Passport or both.

Datasets:

- Electoral Roll (edited)
- Postcode Address File (Royal Mail)
- Consent databases
- Telephone Directory (BT)
- Mortality Registers
- P.E.P. Database*
- Multiple Sanction Databases*
- Birth Index Register
- Age Range

*Dataset only available with ID+ product. If you require this product please contact your account manager

Please note all users must be DPR Registered

Creditsafe ID can be found within the People search section of the website.

People Search

Director Search

Director Media Search

Consumer Search

Trace

ID

AML

Need help ? View Tutorial

PERSONAL DETAILS

Forename

Middlename

Surname

Date of Birth

Gender

☐ Male

☐ Female

CURRENT ADDRESS

Building Name

Building No

Sub Building

Organisation

Street

Sub Street

Town

District

Postcode

Lookup

First Year of Residency

Last Year Of Residency

ADDITIONAL DETAILS/ADDRESSES

+ Contact Details

+ Previous Address 1

+ Previous Address 2

+ Previous Address 3

Validate

Clear

Reference

History

Submission Form

In order to carry out any ID search please enter at least an individual's:

- Forename
- Surname
- D.O.B.
- Gender
- Address

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PERSONAL DETAILS

Forename

Middlename

Surname

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Gender

Male

Female

CURRENT ADDRESS

Building Name

Building No

Sub Building

Organisation

Street

Sub Street

Town

District

Postcode

Lookup

First Year of Residency

Last Year Of Residency

Also included are datasets that allow you to enter a landline telephone number and up-to three previous addresses.

ADDITIONAL DETAILS/ADDRESSES

+ Contact Details

+ Previous Address 1

+ Previous Address 2

+ Previous Address 3

Validate

Clear

Reference

History



Once all available information has been entered press the 'Validate' button and the system will begin the search.

Reference

History

Prior to this, you can enter a customer reference or something similar in the reference box above (this will show against the record in the 'History' section), alternatively to start your search over simply hit the 'Clear' button.

Results Form

The standard Results page will be displayed as below and will reflect how much information is available on the subject. The left-hand box shows the entered information along with the search result which will be either a **'PASS'** or a **'REFER'**.

People Search

Director Search

Director Media Search

Consumer Search

Trace

ID

AML

SEARCH DETAILS

Name

Timothy M Jayne

D.O.B.

9/2/1965

Gender

Male

Address

ID: F1F1A75449614D7D9727F1EE26387D5B

RESULTS

REFER

Birth Index

Age Range

50-54

Please add a document

History

Re-Validate

Follow Up Actions

Driving Licence

NI Number

European ID Card

Passport

Results Summary and Matches

UK Edited Electoral Roll

Address

Forename

Surname

DOB

Alert

UK National Identity Register

Address

Forename

Surname

DOB

Alert

UK Landline (Append)

Address

Forename

Surname

DOB

Alert

UK Mortality

Address

Forename

Surname

DOB

Alert

International Sanctions (Enhanced)

Address

Forename

Surname

DOB

Alert

You may encounter a message like:

Birth Index

Verifies birth certificate date for England & Wales for people born between 1984 & 2003. It is a valuable check to confirm age, particularly for younger age groups who many not otherwise have a strong footprint on society

Age Range

This item check takes the date of birth submitted and converts it into an age as of the date of the authentication, resulting in a banding being provided.

RESULTS

REFER

Birth Index

Age Range

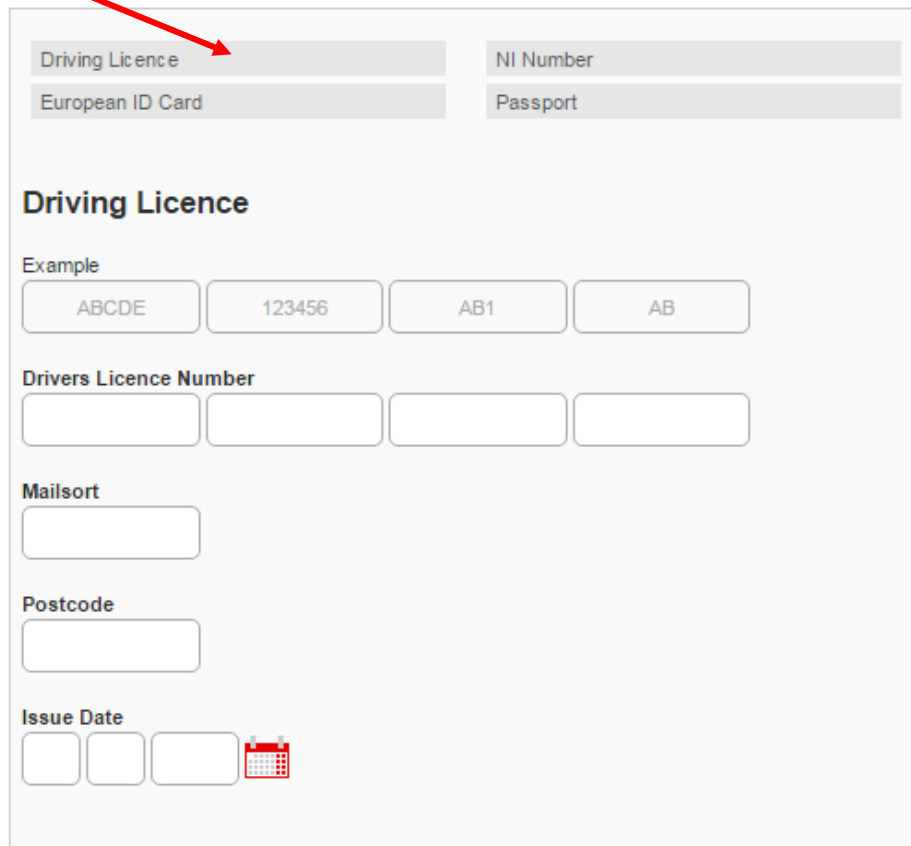
35-39

Please add at least 2 documents

If a '**REFER**' is returned the system will request that you use additional documentation to support the check.

Please use one or both of the following documentation:

Driving License



Driving Licence

European ID Card

NI Number

Passport

Driving Licence

Example

ABCDE 123456 AB1 AB

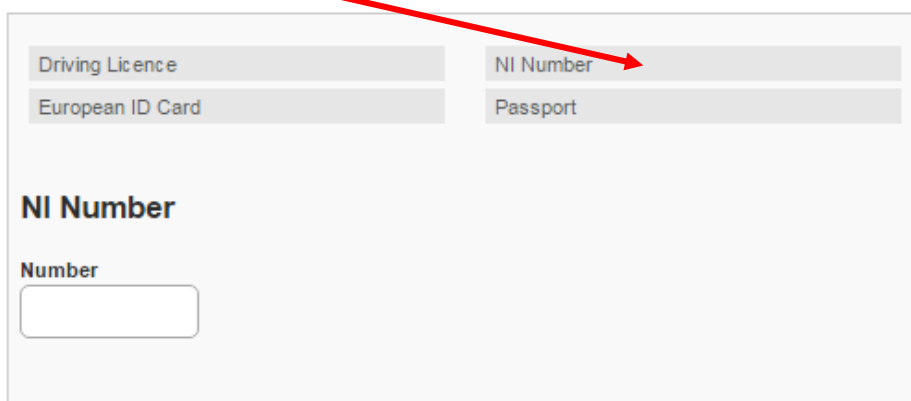
Drivers Licence Number

Mailsort

Postcode

Issue Date

National Insurance Number*



Driving Licence

European ID Card

NI Number

Passport

NI Number

Number

**Note this validation check does not impact the scoring.*

European ID Card

Driving Licence

European ID Card

NI Number

Passport

European ID Card

Line 1

Line 2

Line 3

Date Of Expiry

Country Of Nationality

Country Of Issue

Passport

Driving Licence

European ID Card

NI Number

Passport

Passport

To enter a passport number you should enter the lower line of the MRZ number (Machine Readable Zone).

UK Example

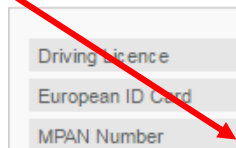
International Example

MRZ Number

Date Of Expiry

Please Select a Country

MPAN Number*



Driving Licence	NI Number
European ID Card	Passport
MPAN Number	

MPAN Number

The full MPAN number will normally appear on the bottom of your electricity bill as 21 digits. Please enter the 13 digit MPAN Core in the box below:

Metering Point Administration Number (MPAN)

S

Mailsort

Postcode

*MPAN Number only available with ID+ product. If you require this product please contact your account manager

Once the necessary details have been entered (correctly) simply hitting the 'Re-Validate' button will re-run the search and return a:

RESULTS	
PASS	✓
Birth Index	✓
Age Range	50-54

IMPORTANT – '**Re-Validation**' can only occur once so it is essential the information entered at this point is correct.

Results Summary and Matches

The below information provides a visual representation of the matches returned and can be found on the right hand side of the 'Results' page.

People Search

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Director Media Search

Consumer Search

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ID

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SEARCH DETAILS

Name

Timothy M Jayne

D.O.B.

9/2/1965

Gender

Male

Address

ID: F1F1A75449614D7D9727F1EE26387D5B

RESULTS

REFER

Birth Index

Age Range

50-54

Please add a document

History

Re-Validate

Follow Up Actions

Driving Licence

European ID Card

NI Number

Passport

Results Summary and Matches

UK Edited Electoral Roll

Address

Forename

Surname

DOB

Alert

UK National Identity Register

Address

Forename

Surname

DOB

Alert

UK Landline (Append)

Address

Forename

Surname

DOB

Alert

UK Mortality

Address

Forename

Surname

DOB

Alert

International Sanctions (Enhanced)

Address

Forename

Surname

DOB

Alert


You can expand each of the available datasets by clicking the [+icon] icon to give a detailed breakdown of the match level.

UK Edited Electoral Roll				
Address	Forename	Surname	DOB	Alert
111	No/insufficient address supplied for address #1			
112	No/insufficient address supplied for address #2			
113	No/insufficient address supplied for address #3			
114	No/insufficient address supplied for address #4			

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History

On both the Submission Form and Results Page is a **'History'** button, this takes you to a page where you can search all previous reports, print results in CSV format , edit reference and **'Re-Validate'** those less than 90 days old.

People Search 

Director Search | Director Media Search | Consumer Search | Trace | **ID** | AML

[Need help ?](#) | [View Tutorial](#)

SEARCH DETAILS

Name Timothy M Jayne

D.O.B. 9/2/1965

Gender Male

ID: A622EEF71D704008B59F31288200BD8C

RESULTS

REFER ●

Birth Index ●

Age Range 50-54

Please add a document

History ▶ **Re-Validate** ▶

Follow Up Actions

Driving Licence NI Number

European ID Card Passport


Results Summary and Matches

UK Edited Electoral Roll

Address	Forename	Surname	DOB	Alert
111	No/insufficient address supplied for address #1			!
112	No/insufficient address supplied for address #2			!
113	No/insufficient address supplied for address #3			!
114	No/insufficient address supplied for address #4			!

UK National Identity Register


Address	Forename	Surname	DOB	Alert
				!


People Search 

Director Search | Director Media Search | Consumer Search | Trace | **ID** | AML

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History Filters

Date From:  Keyword Reference

Date To:  Result

☒ All Users ☐ Single User User Name

Search

Results - 3

Date	Time	Details	User	Result	Reference	
24/09/2013	10:16:47	Neil Fruit-Shoot (5/11/1979) (x92tr)		REFER ●	555-2525	Save View
31/07/2013	11:58:36	Caroline Catnip (20/8/1962) (BT999AG)		REFER ●	123456789	Save View
17/07/2013	10:18:26	Harry Hairpin (13/10/1950) (x99ab)		REFER ●	Not Complete	Save View

Download Report (.csv)