

Important

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| Name: | Document obtained | Owner: | Head Screening | Executive: | Screening Specialist |
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Important notes:

- The ID/Pass provided always need to have the MRZ visible
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Do's: Working always with ID card or Passport

Dont's: The permit card, driving licence and other types of documents are not considered sufficient for this check

Files:

Links: <https://www.identt.com>

Systemborders:

If we [have received sufficient documents](#) we proceed here: [Verification](#)

1. For IDENTT verification is always used only ID card or Passport.
2. To find the document open candidate's file by clicking on his name and after on the window called "Identity verification" and on the first site we see the documents attached.
3. If there is **no document** check also the window called "Show all documents" in the candidate's file
4. If there is still **no document** request it from candidate by email.
5. In case the **document is obtained**, check if the document is fully visible and the MRZ number is not cropped out (see example:

IDENTITY CARD: □

Information and MRZ are often on two sides, therefore we need to have them both

