

SmartSearch[™]///

How To...Run an International Individual Search

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Version 1.0



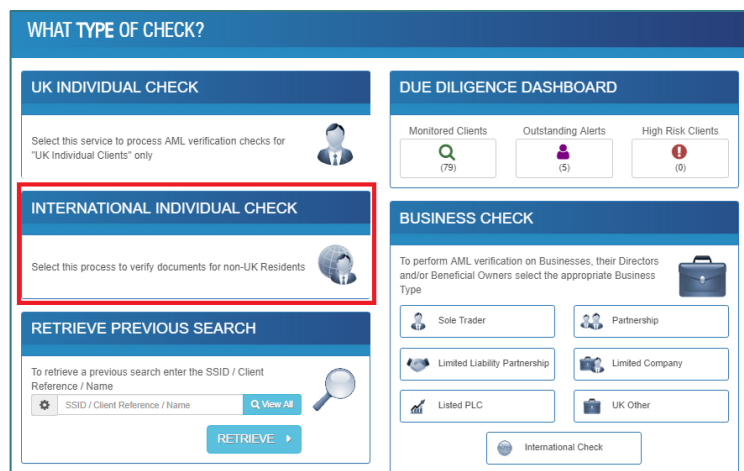
How To...Run an International Individual Search

With its user-friendly interface and easy to interpret results, SmartSearch's award-winning anti-money laundering verification platform provides convenient and cost-effective compliance with the latest regulations. The following document provides guidance on running an International Individual check.

SmartSearch Dashboard

1. Select 'International Individual Check' on the SmartSearch dashboard.

International countries do not have a central quality database so there is no way to verify an individual at their international address. SmartSearch, however, are able to offer a document verification service which includes PEP & Sanction screening and monitoring.

The screenshot shows the 'INTERNATIONAL INDIVIDUAL CHECK' input form. It has a progress bar at the top with four steps: 'Input', 'Upload Document', 'Submit Document', and 'Document Results'. The form is titled 'International Individual Check - Individuals Details' and contains the following fields: 'Gender *' (dropdown), 'Client Reference No' (text), 'Title *' (dropdown), 'First Name *' (text), 'Middle Name / Initial' (text), 'Last Name *' (text), 'Date of Birth' (DD/MM/YYYY), 'ADDRESS' section with 'Current Address? *' (Yes/No dropdown), 'House No / Name *' (text), 'Sub Premise' (text), 'Street Name' (text), 'Post Town' (text), 'Region' (text), 'Postcode *' (text), and 'Country *' (dropdown). A 'CONTINUE' button is at the bottom right.

Input Form

2. Minimum input fields:

- Gender
- Title
- First name
- Surname
- Address (these fields are for your reference only).

N.B. The country should be logged as the country where the client is currently residing.

→ clicking 'continue' will open the second part of the process.

There are 2 types of checks offered through the UK International Search.

- **Basic Check:** this check requires the document to have a **Machine Readable Zone (MRZ)**. This check is an **Optical Character Recognition (OCR)** check on the numbers and algorithm contained on documents and will match the details of the documents to the individuals details you have entered. This check usually takes around 20 minutes to return and you will receive an email alert when the results are available.

- **Full Check** this is a service where the document submitted is checked by a Level Three Trained Immigration Officer, who will physically look at the image of the document to verify if it is genuine. This check also includes a basic scan where an MRZ is present. This check can take up to 2 hours and you will receive an email alert when the results are available.

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If the basic scan is not available for the input document, a notification will appear. This is due to the document not having an MRZ. If you receive this notification, you will need to run the full scan.

To run any scan, a picture of the document for verification must be uploaded. This picture must adhere to strict quality guidelines:

- High definition (not greater than 8mb and a minimum of 300dpi)
- Images must be original scans or copies
- A PDF must be clean, i.e. there must not be any writing on a pdf next to the image
- In colour
- In one of the following formats: jpg, jpeg, tif, tiff, pdf

N.B. It is important to note that, if the document has two sides, such as a driving licence, you must upload both sides onto the same check. This can be done as separate documents or with both images collated into one document. If you do not upload both sides onto the one check, the check will fail but you will still be charged.

To make the uploading of documents easier, SmartSearch has designed an app called 'SmartIDV'. This app is free to download from a smartphone and will automatically take a picture of the document once it meets the required quality standards. The image will be securely emailed to the user from the app. This app can also be used by user clients who, upon entering the appropriate e-mail address, can send their image ready for upload onto the SmartSearch platform. Please refer to the How To...Use the SmartIDV app guidance document for more information on using this app.

It is worth noting the SmartSearch ID number (SSID) of the search. This number is unique to each search and can be quoted to SmartSearch should you have any queries.

Further Support

If you have any questions, please do not hesitate to contact your dedicated Account Manager or another member of our Account Management team:

Email: clientservices@smartsearch.com

Telephone: 0113 238 7660