

## **Instruction to upload proof of identity UBO-register trusts**

### **Type of ID**

Dutch and international passports and Dutch ID cards and ID cards of EER member states can be used.

### **Use of a scanner and smartphone**

The use of a scanner is recommended for making copies and scans of identity documents.

Files in PDF, JPG and JPEG-format are supported.

A high image quality (scan resolutions between 300 and 600 dpi) is desirable to ensure that the uploading and processing of the scans can be successful. When using smartphones, the image quality is highly dependent on the camera. Quality of an iPhone 11 is required as a minimum. A small enlargement of the image can on itself lead to a reduction in quality (resulting in a resolution below the limit of 300 dpi). This can lead to failure of the ID document verification process. Make sure to use bright, even lighting when using a smartphone.

*In the event the upload of a PDF file remains unsuccessful , please try to upload a JPG/ JPEG file format as an alternative.*

### **KopieID-app (Dutch)**

When using the KopieID app, a watermark is placed across the image. This prevents the scan to be processed properly, which in turn leads to failure of the ID document verification process. We therefore do not recommend using the KopieID app.

## Dutch passport

It is important that a clear color copy (full color) that has been cut out/cropped is used. The image should not be rotated and no other items should be visible in the image.



It is important that the front and back of the Dutch passport are uploaded on one copy/in one file (see the example on the left)



The following items and data must be visible on the copy:

- The MRZ (machine readable zone)
- The photo
- Last name
- First name(s)
- Date of birth
- Place of birth
- Passport number (the unique feature of the passport)
- Date of issue: indicates the date on which the passport was issued
- Expiry date: indicates the date until which the passport is valid
- Place of issue: municipality or city where the passport was issued
- BSN: Citizen service number (back of Dutch passport holder part)

**Note:** As of August 30 2021, the citizen service number (BSN) has been removed from the machine readable strip (MRZ) and the chip on the front of the new Dutch passport.

It will contain the BSN in a QR code on the back of the passport holder page. Also the BSN is still on the back as readable numbers (see also [FAQ Wijzigingen nieuw model paspoort 2021](#) | [Reisdocumenten](#) | [Rijksdienst voor Identiteitsgegevens \(rvig.nl\)](#)) (in Dutch).

**International passport**

It is important that a clear color copy (full color) that has been cut out/cropped is used.

The image should not be rotated and no other items should be visible in the image.

When using an international passport, the same items and data must be visible as when using a Dutch passport.

- The MRZ (machine readable zone)
- The photo
- Last name
- First name(s)
- Date of birth
- Place of birth
- Passport number (the unique ID of the passport)
- Date of issue: indicates the date on which the passport was issued
- Expiry date: indicates the date until which the passport is valid
- Place of issue: municipality or city where the passport was issued

## Dutch identity card

Provide a clear color copy (full color) that has been cut out/cropped.

The image should not be rotated and no other items should be visible in the image.



It is important that the front and back of the identity card are uploaded in one copy/in one file (see the example on the left).

MRZ

The following items and data must be visible on the copy:

### Front side Dutch identity card

- The photo
- Last name
- First name(s)
- Date of birth
- Document number (the unique identifier of the identity card)
- Issue date: indicates the date on which the identity card was issued
- Expiry date: indicates the date until which the identity card is valid



## Back side Dutch identity card

- The MRZ (machine readable zone)
- BSN: Citizen service number
- Place of issue: municipality or city where the identity card was issued
- Place of birth

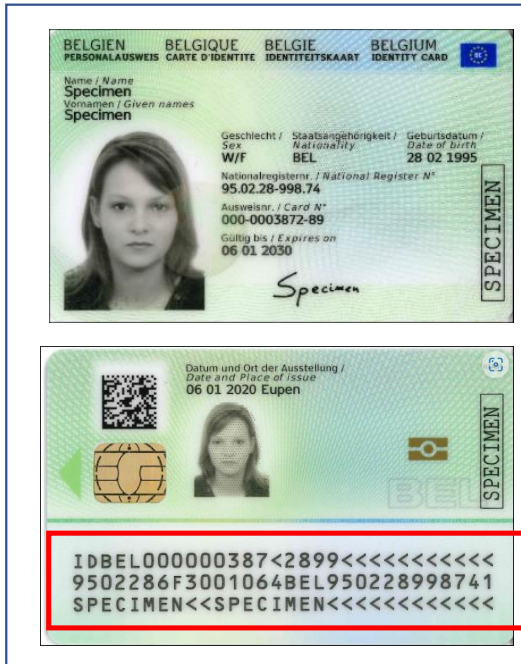
**Note:** As of August 2 2021, a new model of the Dutch identity card has been introduced. By adding the EU flag with the letters NL, a modified kinegram and two fingerprints of the card holder in the chip (just like the passport), this new model meets the requirements of the European regulation 2019/1157. The Dutch identity card is valid for a maximum of 10 years.





## Identity card EEA member state

ID cards of EEA member states and meeting the criteria as a travel document (ICAO standard) can be used (some examples are shown).



Provide a clear colour copy (full colour) that is cropped.

The image should not be rotated and no other items should be visible in the image.

It is important that the front and back of the identity card are uploaded on one copy/in one file (see examples on the left)



MRZ



MRZ

At least the following items and data must be visible on the copy:

- The MRZ (machine readable zone)
- The photo
- Surname
- First name(s)
- Date of birth
- Document number (the unique identifier of the identity card)
- Issue date: indicates the date on which the identity card was issued
- Afgiftedatum: geeft aan op welke datum de identiteitskaart is afgegeven
- Expiry date: indicates the date until which the identity card is valid