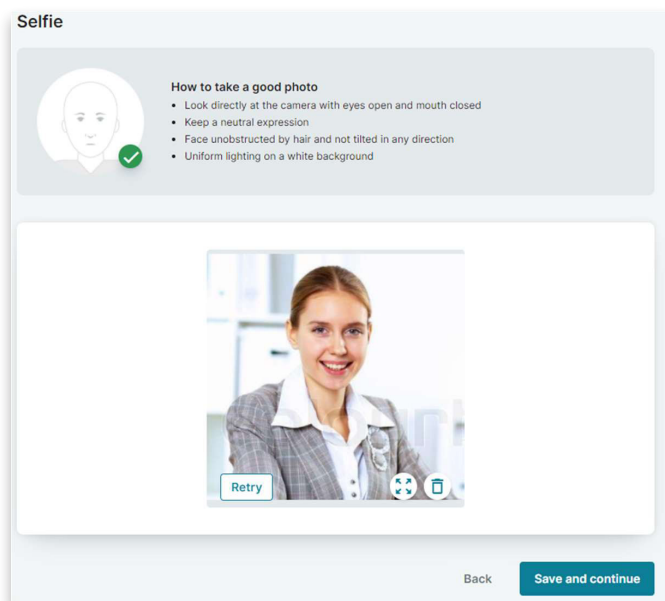# Completing the VOI

1. **Click the link to begin and enter the verification code**

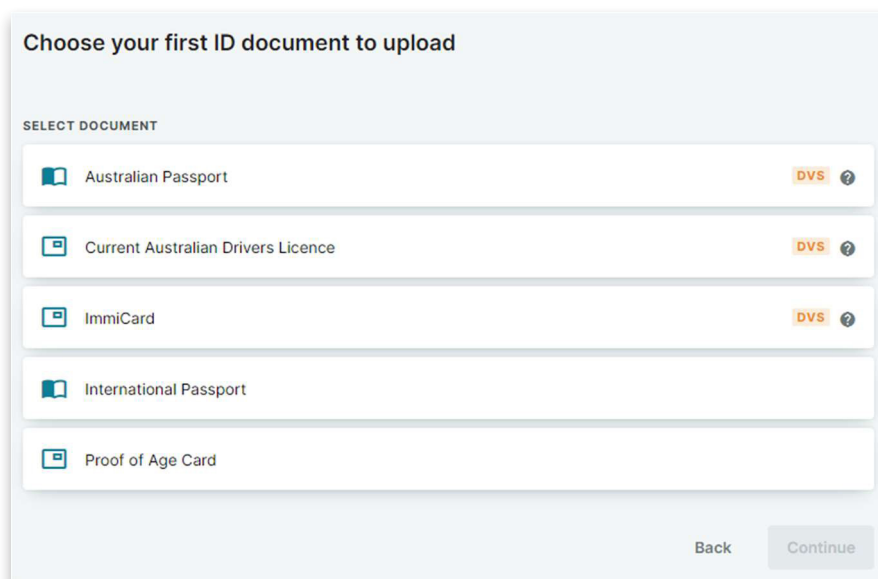**2.** **Take a photo of yourself, then press save**

If your verifier has requested a video recording of yourself you will complete this after submitting your selfie. A number will appear on screen for you to record yourself saying. Review it and click 'Save and Continue'.

3. **Take photos of identity documents**
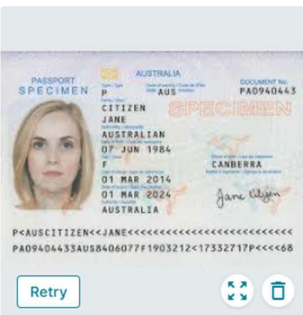
You will need to do this until the ID requirements are met.

Select the document type, take a photo of the document, verify the information and click 'Save and continue'.

You will notice that we pre-populate the information to check from the document. It is important that this is correct as this is what gets sent through the document verification service.

Continue uploading identity documents until you have met the criteria for the VOI.

4. **Once you have met the criteria, press 'Continue'.**
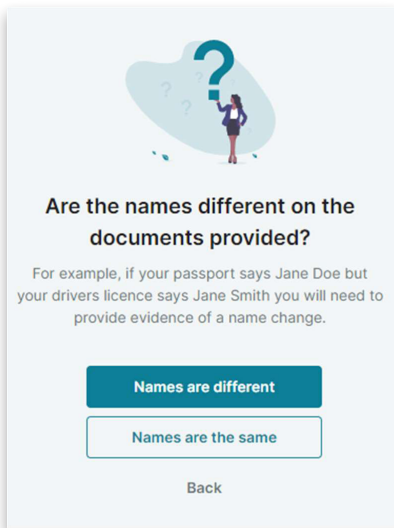
5. Confirm if you need to provide a change of name document

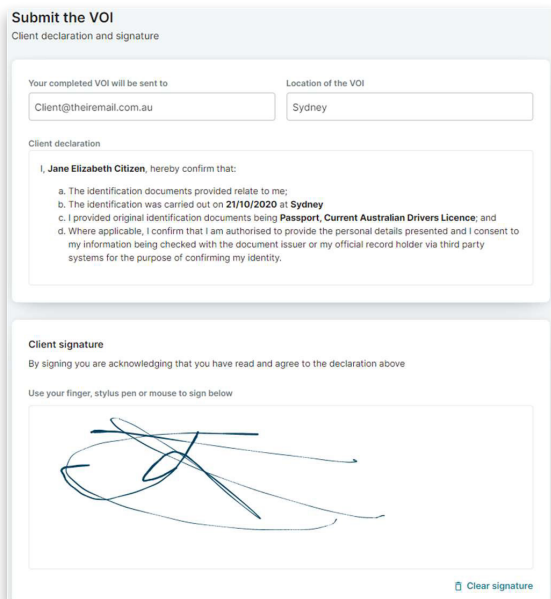If required, upload the relvant document and click 'Continue'.

6. Review your documents.

Click the tick box to confirm the details are correct and click 'Continue'. If any information requires changing, click the edit button and make the required changes.

7. Sign the verifcation

You are required to sign the verification and acknowledge the declaration.

8. Click 'Submit VOI'