

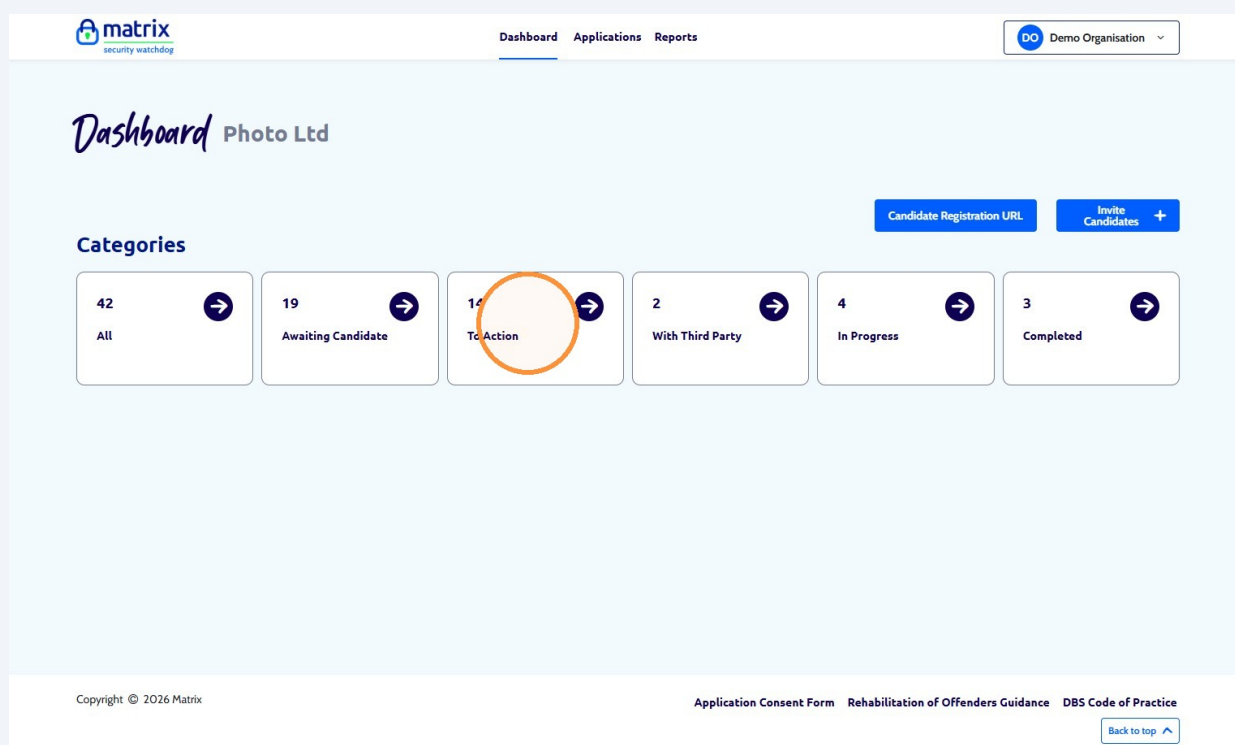
How to Send a Digital ID Check Invitation after an Application has been Created



Learn how to initiate and send a digital identity verification request to a candidate through the Matrix Screening portal. This guide walks you through the navigation steps required to successfully invite a candidate and monitor the status of their ID check.

Application Selection

1 Click the **To Action** category from the Dashboard



2 Click the reference number or name of the application you require

matrix
security watchdog
categories

Dashboard Applications Reports

DO Demo Organisation

42 All →

19 Awaiting Candidate →

14 To Action ↓

2 With Third Party →

4 In Progress →

3 Completed →

This list contains all applications that have been completed by the candidate and are awaiting action before the checks can be processed.

Search for Name or Reference Search Filters

Date Created ↕	Name ↕	Our Ref ↕	Organisation ↕	Status ↕	Checks Required
19 Aug 2025	Mellisa Longbottom	616LON099EF8	Org Ref: PhotoLtd Group Ref: PhotoLtdPrintingServices	Awaiting Verification	DBS Basic
19 Aug 2025	Kirsty Miles	328MILED2086	Org Ref: PhotoLtd Group Ref: PhotoLtdPrintingServices	Awaiting Verification	DBS Basic
18 Aug 2025	Marion Medina	759MED186FC3	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Monika Borges	911BORG33ABC6	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Neo Kelleher	614KELLC1C7E3	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Jude MacDonald	322MACD0C54BF	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Peyton Kelleher	752KELLSFD9CA	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Jarrett Reeves	623REEVEAA122	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Willow Wheaton	691WHEABAB42B	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Standard

Identity Check Setup

3 Click **Complete ID Check** from the 'Summary' tab

matrix security watchdog

Dashboard Applications Reports

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Candidate Details

Candidate Name	Kirsty Miles
Date Of Birth	02/08/1988
Reference	328MILED20865
Group Name	PhotoLtdPrintingServices
Organisation	Photo Ltd
Organisation Reference	PhotoLtd
Position Applied For	Photos at retail stores
Consent Date	19 Aug 2025 - 08:54:10
Application Status	Awaiting Verification

Check Required

DBS Basic Check	Not Started
Identity Check	Not Started

[Complete ID Check](#)

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Application Consent Form Rehabilitation of Offenders Guidance DBS Code of Practice

[Back to top](#)

4 Select 'Invite the candidate to undertake a digital ID check (plus digital Right to Work check if required)' and click **Next**

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Dashboard Applications Reports

DO Demo Organisation

Dashboard > Applications > 328MILED20865

[Back to 328MILED20865](#)

Identity Check

Choose a method

You are now required to undertake an identity check to ensure the personal details entered on this application match the details held by the individual this check is being carried out against.

The identity check can either be carried out using a certified identity service provider (IDSP) or by manually witnessing original documents provided to you by the applicant.

Please select from the options below, how you wish to validate the identity of the individual this application has been completed for.

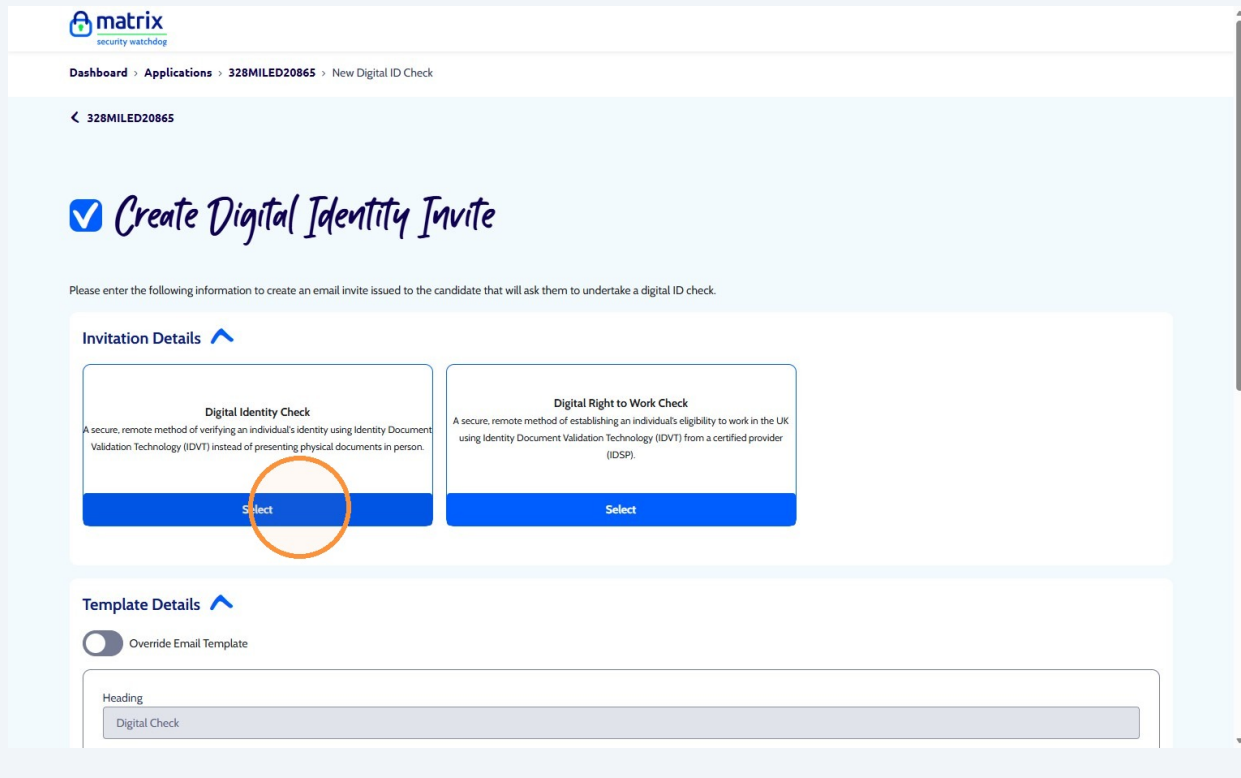
- ☒ Invite the candidate to undertake a digital ID check (plus digital Right to Work check if required) ?
- ☐ Complete the ID check using a digital ID check already obtained ?
- ☐ Complete the ID check manually using original documents provided by the candidate ?

[Next](#)

Digital Invite Submission

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Select 'Digital Identity 'Check. You can also select 'Digital Right to Work Check' if you would like the candidate to undertake both checks at the same time



The screenshot shows the 'matrix security watchdog' interface. The breadcrumb trail is 'Dashboard > Applications > 328MILED20865 > New Digital ID Check'. Below this is a back arrow and the ID '328MILED20865'. The main heading is 'Create Digital Identity Invite' with a checkmark icon. A sub-heading reads: 'Please enter the following information to create an email invite issued to the candidate that will ask them to undertake a digital ID check.' The 'Invitation Details' section contains two cards. The first card, 'Digital Identity Check', describes it as a secure, remote method of verifying an individual's identity using Identity Document Validation Technology (IDVT) instead of presenting physical documents in person. The second card, 'Digital Right to Work Check', describes it as a secure, remote method of establishing an individual's eligibility to work in the UK using Identity Document Validation Technology (IDVT) from a certified provider (IDSP). Both cards have a blue 'Select' button at the bottom. The 'Digital Identity Check' button is circled in orange. Below this is the 'Template Details' section, which includes an 'Override Email Template' toggle switch and a text input field for the 'Heading' with the value 'Digital Check'.

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Accept the declaration and click **Send**

Salutation

Dear

Section 1

As part of your criminal record application, you are now required to undertake a Digital ID (and Right to Work if requested) check.

Please click the link below to start the process.

start here:

Section 2

You will need to enter details such as your National Insurance number and your address history for the last 5 years, so please ensure you have this information to hand before starting the application.

Once you have created your application, you will receive a confirmation email and further instructions on what to do next as part of the criminal record checking process.

Closing Wishes

Best regards,

Declaration of Consent ^

☐

Digital Identity & Right to Work checks will be carried out using our certified Identity Service Provider (IDSP), TrustID Limited. For more information on how they process the applicant's data, please click [here](#).

By clicking send and initiating a Digital ID invitation, this will invoke an additional fee for carrying out a Digital ID check. This fee will be in addition to the existing fees payable per application submitted and will be charged via the same mechanisms already in place. I have read and understand this statement (tick to confirm)

Send

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Send

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An email will be sent to the candidate inviting them to submit their Digital ID/RTW check. This email will contain a link to the TrustID portal to submit their digital check