

Procedures for Verification of Staff's Identity Card

If private entities (e.g. banks, companies, associations, factories, etc) need to verify the identity card of their staffs, they may use one of the following methods:

1. Using the “Online Resident Identity Card Verification Service”

Organizations that have already registered for using the “Online Resident Identity Card Verification Service” can conduct instant verification in a designated website of DSI. For detailed information of the “Online Resident Identity Card Verification Service”, please visit the relevant section of the “Online Resident Identity Card Verification Service” in the official website of DSI.

2. Submitting the “Application Form for Verification of Staff's Identity Card”

Organizations can fill out the “Application Form for Verification of Staff's Identity Card” and submit the form and the photocopy of the identity card to DSI for verification ⁽¹⁾. The application form can be downloaded in the official website of DSI or obtained at the Service Counter of DSI.

(1) : Organizations with prior approval from DSI can send their request for verification by fax in case of emergency.