

Standard Operating Procedure (SOP)

Candidate Identification and Registration Verification

This SOP details the process for **candidate identification and registration verification**, covering methods for accurately confirming candidate identities, validating registration details, ensuring compliance with eligibility criteria, managing documentation requirements, and maintaining data integrity. The procedure aims to guarantee that all candidates are properly identified and registered to uphold the integrity of the selection or examination process.

1. Purpose

To establish a standardized method for the identification and verification of candidates, ensuring compliance with eligibility and data integrity requirements for selection or examination activities.

2. Scope

This SOP applies to all staff involved in candidate management, selection, and registration processes for [organization/event/exam name].

3. Responsibilities

Role	Responsibility
Registration Staff	Review documents, verify candidate details, and record validation outcomes.
Supervisors	Audit and confirm the authenticity of verifications performed.
Candidates	Submit accurate information and required documentation as per instructions.

4. Procedure

4.1 Pre-Registration Preparation

- Define eligibility criteria and documentation requirements.
- Set up secure registration platforms (online or offline as applicable).
- Communicate registration instructions and deadlines to candidates.

4.2 Candidate Registration

- Collect required personal information (e.g., full name, date of birth, contact details).
- Obtain and securely store supporting documents (e.g., photo ID, certificates).
- Issue unique registration ID/reference to each candidate.

4.3 Identity Verification

- Confirm identity using government-issued ID or accepted equivalent (passport, driver's license, etc.).
- Verify photograph, signatures, and other biometric data if required.
- Cross-check details with submitted registration data.

4.4 Registration Validation

- Reconcile documentation with registration form details.
- Check for completeness, authenticity, and eligibility compliance.

- Mark candidate records as verified or flag for further review if discrepancies exist.

4.5 Documentation Management

- Digitally archive all registration records and supporting documents in a secure, access-controlled environment.
- Maintain logs of all verification and validation actions for audit purposes.
- Securely handle and store sensitive information in compliance with data protection regulations.

4.6 Data Integrity and Compliance

- Periodically review records for accuracy and completeness.
- Ensure all procedures adhere to relevant legal and regulatory standards.
- Report any suspected fraudulent activity promptly following internal protocols.

5. Records and Documentation

- Candidate registration forms and supporting documents
- Verification checklists/logs
- Audit trail reports

6. References

- [List relevant policies, data protection regulations, and reference documents]

7. Revision History

Version	Date	Remarks
1.0	[Insert Date]	Initial release