

# SOP: Document Verification and Credential Checks

This SOP defines the process for **document verification and credential checks**, ensuring the authenticity and validity of all submitted documents and credentials. It covers procedures for reviewing identification, educational certificates, professional licenses, and other relevant documents to confirm compliance with organizational and regulatory standards. The goal is to prevent fraud, maintain data integrity, and support informed decision-making during recruitment, onboarding, and other critical processes.

## 1. Purpose

To establish a standardized process for verifying the legitimacy of documents and credentials submitted by candidates, employees, or stakeholders.

## 2. Scope

- Recruitment and hiring
- Employee onboarding
- Contractor or vendor onboarding
- Credential renewal or periodic audits

## 3. Responsibilities

Role	Responsibility
HR/Recruitment Team	Collect and initially review submitted documents.
Verification Officer	Conduct detailed authenticity and compliance checks.
Compliance Department	Ensure procedures meet regulatory standards and maintain records.
Hiring Manager	Make decisions based on verification results.

## 4. Procedure

- Collection:**
  - Request required documents (e.g., government-issued ID, educational certificates, professional licenses) from the subject.
  - Provide guidelines regarding acceptable forms and formats.
- Initial Review:**
  - Check for completeness and legibility of submitted documents.
  - Ensure documents are within the valid date range and match provided information.
- Verification:**
  - Cross-check documents with issuing institutions or authorities as applicable.
  - Use verification tools or databases (e.g., government portals, professional councils).
  - Contact referees or previous employers if required.
- Documentation:**
  - Record outcomes of each verification step in a secure system.
  - Flag any discrepancies or red flags for further investigation.
- Decision and Follow-up:**
  - Approve, reject, or escalate cases based on results.
  - Communicate findings with relevant stakeholders.

## 5. Documentation & Record Keeping

- Maintain all verification records for the period mandated by law or organizational policy.
- Ensure secure storage and restricted access.

## 6. Compliance & Confidentiality

- Ensure compliance with data protection and privacy laws.

- Do not disclose information except to authorized personnel.

## 7. References

- Organizational policies on recruitment and verification
- Applicable regulatory or statutory requirements

## 8. Revision History

Version	Date	Description	Author
1.0	2024-06-29	Initial Draft	Admin